



PASADENA  
CONVENTION CENTER

# FACILITY

## POLICIES & PROCEDURES



***Following the execution of the license agreement of the event, the Pasadena Convention Center will assign an Event Manager to work with the client during event planning and implementation. Your Event Manager will be in contact and remain as the primary Convention Center liaison through the conclusion of the event.***

***The Pasadena Convention Center's management philosophy is based on service. From your initial contact with our office to post-event reviews, our goal is to provide you with the highest level of service and personal attention. The resources of our Event Management department will be available to you throughout the event planning and implementation stages.***

## ACCESSIBILITY

### ADA Compliance

In accordance with the ADA, the Convention Center is responsible for permanent premises access accommodations, such as, but not limited to, ramp access, restroom accessibility, elevator standards, and door width standards. It is the Licensee's responsibility to provide non-permanent accessibility requirements, such as, but not limited to, hearing-assisted or visually-assisted devices, and temporary seating accessibility and/or interpreters.

## AIR CONDITIONING & HEATING

Air conditioning/heating are provided during published event hours, one hour prior to event start time.

Air conditioning is not provided during move-in and move-out hours/days. Licensee requesting air conditioning during non-show periods will be charged at an hourly fee. Contact your Event Manager for prevailing rates.

## AIR WALLS

The moveable air walls in the meeting rooms of the Conference Center, Ballroom, and Exhibit Halls are to be opened and closed by Convention Center personnel only.

## ANIMALS

With the exception of guide, signal service animals (as defined in State and Local Law), animals are not permitted in the Convention Center, unless they are in conjunction with an approved exhibit, display, event, etc. Approval by the Convention Center is required. If allowed, the Licensee is responsible for the liability, permits, and sanitary needs associated with the animal(s).

## ATM MACHINES

There are a total of three ATM Machines located at the Convention Center. One is in the Conference Center building, and two are in the Exhibit Hall B lobby area.

## AUDIO VISUAL

Encore is the in-house preferred provider of AV equipment and services in the Convention Center. Certified Encore riggers are the exclusive provider of all structural rigging services within the Convention Center, excluding the Civic Auditorium.

Encore is the only authorized operator of our house sound system. They will provide all necessary sound equipment including microphones, mixers, etc. for connection to the system.

If you intend to use an outside AV provider, please notify your Event Manager. Additional charges for use of house sound, electricity, etc. may be incurred.

## BALLOONS

Helium and Mylar balloons are not permitted inside the Convention Center. If Helium and/or Mylar balloons are brought inside the building, without approval, and released for any reason within the facility, all labor costs associated with the removal of the balloons will be charged to the Licensee. Client will be responsible for enforcing these provisions.

## BOX OFFICE

The Convention Center Box Office must be utilized for all onsite ticket sales to all public events.

The Convention Center Box Office will maintain control of ticket distribution, box office operations, ticketing personnel, and ticket sales revenue through the completion of final settlement.

A ticket manifest of all advanced ticket sales must be delivered to the Box Office Manager a minimum of five days prior to first contracted date. The Convention Center will receive a minimum of thirty complimentary tickets for each show day/performance. Please contact your Event Manager for box office charges.



## CANNABIS or CANNABIS RELATED PRODUCTS

Commercial cannabis activities including displaying, sampling, and selling of cannabis or cannabis related products (including CBD edible products) are not permitted unless authorized by the City of Pasadena. Approval must be obtained prior to confirming an exhibitor's participation at your event.

Pertaining to Industrial Hemp products, the City of Pasadena will require the vendor to provide proof the product was manufactured under an IHEO Authorization from the California Department of Public Health prior to issuing their health permit.

The PCOC is not a licensed dispensary establishment, therefore retail sale, trade, sampling, and displaying of any cannabis or cannabis related products is not allowed. Please contact the City of Pasadena at 626.744.6004 for any questions/approval.

## CLEANING

The Convention Center provides the Licensee with a "vacuum/broom clean" contracted space. It is the responsibility of the Licensee to leave the facility in the same "vacuum/broom clean" condition, making sure that all trash, including tape residue, be removed from the floor. The Convention Center cleans all public spaces, such as lobbies, restrooms, etc.

The Convention Center can provide services related to bulk trash removal and pre/post show cleaning for additional fees. Please contact your Event Manager for prevailing rates. Excess pre or post show cleaning done by the Convention Center, and any additional trash hauls necessary, due to event operations, will be billed to the Licensee.

## CODE OF CONDUCT

The Convention Center is committed to maintaining an orderly, respectful environment for everyone. Attendees, exhibitors, contractors, and guests are expected to comply a code of conduct and Licensee is encouraged to incorporate this section into their event code of conduct. The following are prohibited behavior and items at the Convention Center and failure to comply may result in the immediate removal of an individual from the premises.

- Engage in physical force or verbal threat.
- Intimidate or harass others. Interfere with orderly conduct of business or Pasadena Convention Center Public Safety operations in any manner.

- Operate a moving conveyance, such as skateboards, bicycles, skates, hoverboards, scooters, etc.
- Deface, damage, destroy or remove property of Pasadena Convention Center.
- Obstruct the free flow of vehicle or pedestrian traffic or violate the traffic laws, parking regulations or other vehicle or pedestrian traffic restrictions.
- Wear apparel that is obscene or likely to provoke a conflict or fail to be fully clothed.
- Smoking in non-designated areas. Violate any federal or state statute, local ordinance, or Pasadena Convention Center policy.
- Willfully incite others to violate this Code of Conduct or any federal or state statute, local ordinance, or Pasadena Convention Center policy.
- Disregard, ignore or refuse any reasonable order by event security and/or Pasadena Convention Center management.

## DAMAGES

Any alteration or activity that could leave lasting effects or damage in the Convention Center are not allowed. Equipment and materials should not be leaned or placed against walls or any painted surface. Reasonable distance and care should be always maintained.

For any display where soil, humus or other landscaping type materials are being used, a protective coating must be used on the floor such as plastic or a similar strength material. Notify your Event Manager of any damage that occurs throughout the course of the show. The Convention Center staff will make all repairs, and it is the Licensee's responsibility to pay for the repair of damages.

Prior to the first move-in day, your Event Manager will schedule a facility inspection to verify the condition of the walls, doors, and carpet of the Convention Center. At the conclusion of the event move-out, a final inspection will identify and specify any damages resulting from the event.

## DECORATIONS

Decorations and related materials may not be taped, tacked, stapled, nailed or otherwise affixed to painted surfaces, columns, fabrics, windows, ceiling or decorative walls in the Convention Center.

### Decals & Stickers

If adhesive backed decals and/or stickers are distributed in the Convention Center, any costs incurred by the Convention Center for the removal of these items will be billed to Licensee.

### Confetti & Glitter

The use of confetti and glitter is not permitted in the Convention Center without the prior written approval of the facility. Costs associated with the clean up of glitter, confetti, and related materials are the Licensee's responsibility. Please contact your Event Manager for fees.

## DELIVERIES & SHIPMENTS

The Convention Center will not accept delivery of show and/or exhibitor materials. Licensee will be responsible for the arrangements and related costs for offsite storage before, during, and following the license period outlined in the License Agreement.

The Convention Center **WILL NOT** be liable for the security of freight left following the conclusion of the move-out date(s), nor responsible for the shipping of such freight. Freight left on the show floor will be disposed of at Licensee's expense, unless prior arrangements have been made with Convention Center management. Licensee will assume responsibility for costs incurred in connection with labor and/or equipment utilized to dispose of freight.

## DRONES

The use of any remote drone, Unmanned Aerial Vehicles, or Unmanned Aircraft Systems is prohibited on or over the Convention Center. All inquiries regarding this policy and the use of drones in any of these areas should be directed to your Event Manager. The rules and regulations derived in partnership with local, state, and federal authorities are designed to ensure the safety of our guests, sub-contractors, and staff members.

## ELECTRIC AND UTILITIES

EDLEN Electrical is the exclusive in-house provider of electrical, plumbing, compressed air, and other utility services. Contact EDLEN at 714.985.1480 for pricing and service information. Additional charges for power usage will be incurred.

Utilization of permanent wall or column electrical outlets requires prior written approval by Convention Center management. Permanent building utility outlets, including restroom plumbing fixtures, are **NOT** to be used for booth operations or disposal purposes. Exhibitors requiring water, drain, air, or gas should contact your Event Manager.

## EQUIPMENT INVENTORY AND RENTAL

All Convention Center equipment will be set up and operated by authorized Convention Center personnel. Based upon availability, the Convention Center can provide equipment within the limits of the Convention Center's inventory at prevailing rates.

Arrangements need to be made with your Event Manager. Any additional equipment rented from outside vendors to supplement our existing inventory is subject to a twenty-five percent administrative fee and associated set-up labor costs.

## ESTIMATE OF CHARGES

An event estimate of charges for ancillary services not included in the rental will be issued to the Licensee prior to the event. 100% of the event services fees are due and payable at least seven days prior to the use of the facility.

## FIRST AID

The Convention Center reserves the right to require the Licensee to engage first aid services should event demographics or numbers demonstrate the need for such coverage.

## FLOOR LOAD CAPACITIES

All floor load capacities should be strictly observed. The load limit for the Exhibit Hall and Ballroom spaces is 150 pounds per square foot. Any variations should be approved in writing by the Convention Center.

## FLOOR PLAN APPROVAL

The Convention Center and the City of Pasadena Fire Department must approval all floor plans prior to the sale or lease of any exhibit space. The Convention Center's exhibit and registration floor plan approval process incorporates policies mandated by the City of Pasadena Fire Department.

One copy of the proposed floor plan, drawn to scale, with a Special Event Questionnaire, must be submitted to the City of Pasadena Fire Department via your general service contractor or Event Manager. Non-approved floor plans will be returned to Licensee with explanations.

# FACILITY POLICIES & PROCEDURES

Licensee must re-submit the revised floor plan for approval. Contact your Event Manager for the floor plan approval and/or fire inspection fees.

Note that all National Fire Prevention Association Life Safety Code guidelines are observed by the Convention Center as well as all federal, state, and local fire codes that apply to public assembly facilities. The decisions of the City of Pasadena Fire Department will be considered final.

## FOG & HAZE

The use of fog/haze machines in the Convention Center must be approved by the City of Pasadena Fire Department and require a standby Fire Safety Officer. Licensee is responsible for operating all foggers/hazers in accordance with federal, state, and local laws and codes, along with manufacturers specifications, within the parameters of the Fire Marshal's approval. Contact your Event Manager for fees.

## FOOD & BEVERAGE SERVICE

OVG Hospitality is the exclusive in-house food and beverage catering and concessions retail provider. Permanent concession stands in the Exhibit Halls may not be blocked during exhibit show hours. Complimentary round table seating is also available in these areas for your dining guest's convenience. Contact your Catering Sales representative for menu options and any minimum charges.

### Sampling

Sampling of products is allowed as follows: Non-alcoholic beverages are limited to a maximum of a four-ounce container and no more than one-ounce of product; and all sample food items are limited to two-ounce portions. The Catering Department must be notified if products are to be sampled. All products sampled must be commercially manufactured and FDA approved. Approval for distribution of samples must be obtained prior to an event. Contact your Catering Sales representative prior to the event for additional information as well as the sampling request forms.

Licensee and their exhibitors granted permission to sample food and/or beverages may be required to obtain a City of Pasadena health permit, depending on the extent of cooking, warming, and recipe ingredients. A copy of the health permit must be submitted to OVG Hospitality no less than seven days prior to the first day of the License period.

## Water Service

OVG Hospitality offers a limited amount of complimentary water service for meeting rooms. For an additional charge, OVG Hospitality can provide water service for attendees and/or speakers within the meeting rooms. The Convention Center has water bottle filling stations conveniently located throughout the public areas of the facility.

## INSURANCE

All Licensees and their sub-contractors are required to provide a Certificate of Insurance. Specific requirements are referenced in the license agreement, as well as Appendix B. Certificates must be furnished to the Convention Center thirty days prior to the first move-in day of your event.

General and excess liability coverage may be available to Licensee through the Convention Center for some events. Your Event Manager needs to be notified when utilizing this plan.

## INTERNET & WIRELESS SERVICES

Encore is the exclusive in-house provider of all high-speed data transmission services at the Convention Center. The Convention Center has a dedicated high speed internet access (HSIA) permanently hard wired for the exclusive use of our meeting and exhibition hall customers. The circuit is supported by a fiber optic backbone and a switched Ethernet network and supports all operating platforms that use the TCP/IP Protocol standards.

## KEYS – ROOM SECURITY

The Convention Center has the capability to change door locks to designated rooms for a fee. Request for keys should be made through your Event Manager, and all keys must be returned on the last day of the event. Contact your Event Manager for fees.

Note that in compliance with NFPA Life Safety Code, doors cannot be blocked, chained, or altered in any way. The Pasadena Convention Center reserves the right to access any area.

## LIGHTING

Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move-in and move-out.

Fifty percent lighting (work lights) will be provided at no charge in all contracted spaces during move-in and move-out. One hundred percent lighting (show lights) will be provided one hour prior to show opening. Lighting requests outside these parameters will be charged at the prevailing hourly rate.

## LOADING DOCKS

To maintain safe and efficient operations, the Convention Center will retain complete control over all loading area activities. Licensee is responsible for all associated labor costs. All staff utilized for the loading dock will be scheduled through your Event Manager.

Loading dock monitoring will consist of the following minimum:

- Two loading dock attendants
- One freight elevator attendant

All move-in and move-out activities must be through designated loading docks, freight doors, and freight elevators. The main lobbies, side doors, and passenger elevators are not to be used for this purpose. Move-in and move-out periods must be approved in writing by the Convention Center.

## LOST & FOUND

Lost and found items that are turned into the Convention Center personnel are held in the Public Safety office for up to thirty days.

Claimed items will be returned upon verification of the owner; however, the Convention Center will not be responsible for the cost associated with mailing or shipping lost and found items. Unclaimed items are discarded after thirty days. A lost and found location may be operated at the Licensee's discretion and expense. Licensee is required to notify their Event Manager of the location and procedures of said operation

## MERCHANDISE FEE

The sale or distribution of novelty merchandise is prohibited without prior written approval of the Convention Center. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by the Convention Center and are subject to a novelty fee.

## MOTORIZED EQUIPMENT

Motorized vehicles and equipment (carts, forklifts, scooters, etc.) and other moveable equipment (dollies, pallet jacks, etc.) are not permitted in any lobby, pre-function or meeting rooms without prior approval of the Convention Center. If a man lift and/or dolly is necessary to complete the requirements of show management, their use must receive advance approval from your Event Manager, which will only be granted when the approved covering (plywood, polyethylene) is used to protect the flooring in these areas.

## NOISE

The Convention Center recognizes that reasonable use of amplified sound contributes to success of events, however, is also cognizant that use of amplified sounds should not negatively impact other events in the Center. The Pasadena Convention Center will make the final determination on all sound levels in the facility.

## PARKING

The Convention Center has a 600-space parking garage that is available to visitors. The structure offers **cashless** payment options. Vehicles requiring more than one parking space will be charged based on the number of stalls that are being used. The Parking Department will coordinate with surrounding parking facilities for required over-flow parking (on an as needed and availability basis only). Validated parking and exhibitor parking is available and can be arranged by contacting your Event Manager.

## PERMITS & TAXES

It is the Licensee's and vendors responsibility to procure all necessary permits. The Convention Center will assist in providing Convention Center related information necessary for submission; however, the Convention Center will not secure such permits on behalf of Licensee or Licensee's vendors.

- City of Pasadena Health Department 626.744.6166
- California State Board of Equalization 800.400.7115

## PUBLIC SAFETY & SECURITY

The Convention Center's Public Safety staff maintains twenty-four hour security coverage for the Convention Center's perimeter areas and internal corridors. The Public Safety staff will also secure exterior access doors as well as monitor internal traffic flow.

All incidents of injury, vandalism, fire, theft, etc. needs to be reported to the Public Safety office immediately. Following notification of any incidents, the Public Safety staff will initiate appropriate reports and investigations.

### Event Security

The Convention Center's Guest Services Department is the exclusive in-house event security supplier. The Convention Center requires every event to maintain a minimal security staffing level as deemed appropriate after careful consideration of the nature and character of the event at the Licensee's expense. Contact your Event Manager to establish a schedule of required personnel. All proposed event staff arrangements are subject to the Convention Center approval and must be submitted to the Convention Center thirty days prior to the event.

## Overnight Security

Overnight security is required on all events that leave materials/supplies in the Convention Center after business hours. Guest Services personnel will provide access control but cannot assume liability for items not specifically inventoried.

## Police/Armed Officers

On-duty uniformed Pasadena Police officers (PPD) are the **ONLY ARMED** individuals permitted in the facility. Any special security services regarding police must be arranged through your Event Manager.

## RIGGING

Encore is the exclusive provider of all structural rigging services within the Convention Center, excluding the Pasadena Civic Auditorium. Encore will be responsible for supplying all labor and hardware including, but not limited to, attachment hardware and chain hoists or all rigging within the facility. Banners, aisle signs, and booth signage under 250 pounds, may be provided by the event official service contractor. Aisle signs in the Exhibit Halls can be hung from the lighting tracks.

## ROOM SETUPS

Suggested capacities for meeting facilities are provided on page 8. The chart reflects maximum amount of seating allowed in each room. Capacities will vary with the addition of staging, dance floors, or audio-visual requirements. Contact your Event Manager to confirm room capacities prior to preparing room specifications.

## Meeting Rooms/Ballrooms

One standard setup is included in the rental of all meeting rooms:

- Theater, classroom, or banquet style (does not include linen)
- One skirted head table (6'x30")
- One skirted registration table (6'x30") outside the room

Any additional equipment such as audio-visual, skirting, tablecloths for classroom tables and/or round tables, staging, chairs or tables can be provided at an additional charge. Contact your Event Manager for equipment rental rates and changeover fees.

## Exhibit Halls

All non-exhibit uses of the Exhibit Hall will be subject to equipment rental or setup labor charges. Additional costs may also be incurred for changes/additions. Contact your Event Manager for prevailing rates.

## SHUTTLE DROP OFF/PICK UP

Parking of vehicles on Green Street, in front of the Civic Auditorium is strictly prohibited. The front of the Civic Auditorium on Green Street is the primary drop off/pick up location for shuttle busses, taxis, valet, and special needs patrons.

A licensee utilizing shuttle busses or valet is required to permit a lane closure, arrange for barricades, and hire a minimum of two Pasadena Police Department officers. Licensee to cover all costs pertaining to the lane closure. Contact your Event Manager for prevailing rates.

## SIGNAGE

### Affixing Signage

Graphic wall, door, and window clings/decals are allowed in Licensee's contracted space(s) with prior approval by the Convention Center. These clings should be easily removable and must not leave fragments or residue on the applied surface. Please submit a sample of the proposed graphic adhesive material to your Event Manager for approval. For more information regarding clings/decals, contact your Event Manager.

Nothing may be taped, nailed, stapled, tacked, or affixed to painted surfaces, columns, fabrics, windows, ceiling or decorative walls in the Convention Center. It is the responsibility of the Licensee to inform your vendors, exhibitors, speakers, and staff of the policy. Temporary signs may not be attached in any manner to permanent Convention Center signage.

## Video Walls

Video walls are located in the Conference Center main entrance lobby, Exhibit Hall A lobby, and Exhibit Hall B lobby. Video walls may be activated within Licensee's contracted space(s). A static welcome message or event logo is complimentary. Activation fees will be applied for sponsor content, content formatting, and onsite content changes. Content must be received five business days from desired display date. Contact your Event Manager for fees.

## SMOKING & VAPING

In accordance with the City of Pasadena Municipal Code, smoking and vaping is prohibited at all times in all Convention Center buildings. There are designated areas outside the buildings where smoking and vaping are permitted.



## SUB-CONTRACTORS & SUB-CONTRACTOR EMPLOYEES (Insurance Requirements)

All sub-contractors are required to provide a Certificate of Insurance evidencing minimum two million dollar general liability insurance as well as workers' compensation coverage. The certificate must name the Pasadena Center Operating Company (PCOC), the City of Pasadena, their Officers, Agents and Employees as additional insured. The certificate must also include a thirty-day cancellation notice.

All sub-contractors and their employees must maintain generally accepted safe operating practices and follow all OSHA/Cal-OSHA guidelines to ensure a safe workplace. All sub-contractor employees must use the designated employee entrances/exits and must have proper identification badges for access to authorized areas.

### Safe Operating Practices

The PCOC has a zero-tolerance policy for workplace violence, drug and alcohol abuse, unprofessional and discourteous conduct, and sexual harassment. These policies extend to any employee, vendor, and subcontractor affiliated with an event. The Company will take prompt action to investigate any situation and take corrective steps where necessary. The cooperation of everyone is appreciated so that our workplace is safe, friendly, and professional.

## TAPE

The Convention Center requires the use of Polyken type, low-density carpet tape manufactured by 3M, Tyco or Shure or approved equal. Licensee and general contractors are responsible for the removal of all tape/chalk and residue marks from the Convention Center's facilities. The use of high residue tape is prohibited on carpeted areas. Tape or residue left on any surface will be removed by the Convention Center and the cost for the removal will be billed to Licensee and the Licensee will be responsible for any carpet replacement.

## TELECOMMUNICATIONS

The Convention Center exclusively provides a variety of telecommunication services that can be tailored to meet specific show management and exhibitor needs. Your Event Manager will provide order forms for inclusion in the exhibitor kits. Telephone orders must be received fourteen days prior to installation date in order to guarantee service.

## TENTS

For permits to erect tents or canopies, please call the City of Pasadena Fire Department at 626.744.7179. See Appendix A for more information regarding tents and canopies.

## VEHICLES ON DISPLAY

Any vehicle displayed in a show must adhere to the following rules and regulations:

- All vehicles displayed within any of the Convention Center's buildings require a permit from the Pasadena Fire Department. All costs shall be the sole responsibility of the Licensee
- Floor plans must indicate where vehicles are to be located
- Vehicle displays on the plaza areas of the Convention Center must be approved by your Event Manager
- The battery must be disconnected while any vehicle is on display within the Convention Center
- Fuel in the gas tank shall not exceed one quarter of a tank or five gallons, whichever is less
- Gas caps shall be taped or locked

Electrical vehicles must have their battery disconnected once placed in position. If unable to disconnect the battery due to battery location, then the ignition fuse must be removed. Electric vehicles are at no time allowed to be turned on during event hours. Event marketing fees may apply, please contact your Event Manager.

## WEAPONS

The possession of a dangerous weapon is prohibited in the Convention Center. A dangerous weapon is any object or device designed or intended to be used to inflict serious injury upon persons or property. All concealed weapons are strictly prohibited in the Convention Center.

Dangerous weapons include, but are not limited to: firearms, explosives, stun guns, handcuffs, brass knuckles, sticks, clubs, batons, martial arts instruments, pepper spray, tear gas, knives, etc. Guests found in possession of the above mentioned items will be asked to remove the item from the Convention Center or dispose of it. Guests who refuse to comply will be removed from the building and may subject to arrest.

### Firearms

Only active on-duty City of Pasadena police officers may carry firearms within the Convention Center in accordance with their duties. All others are strictly prohibited regardless of license or status.



# FACILITY SPECIFICATIONS

## Exhibit Halls

Ceiling Heights - Hall A&B: 25'. Exhibit Hall C: 19'. Exhibit Hall A&B is divisible in two sections.

Space	Dimensions (LxW)	Sqft	Banquet	Classroom	Theater	8'x10'	10'x10'
Hall A	207' x 120'	24,840	1,280	1,560	2,248	133	115
Hall B	207' x 137'	28,359	1,500	1,872	2,526	170	136
Hall A&B	207' x 258'	53,406	3,020	3,666	5,290	299	267
Hall C	109' x 154'	16,786	840	918	1,664	92	81

## Ballroom

Divisible in ten sections in varying combinations - Ceiling Height: 28'

Section	Dimensions (LxW)	Sqft	Banquet	Classroom	Theater
A	58' x 40'	2,320	120	150	252
B	58' x 40'	2,320	120	150	252
C	58' x 37'	2,146	120	144	232
A-C	58' x 117'	6,786	400	504	840
D	42' x 117'	4,914	270	315	540
E	42' x 117'	4,914	270	315	540
D-E	84' x 117'	9,828	630	756	1,080
F	58' x 37'	2,146	120	144	232
G	58' x 40'	2,320	120	150	252
H	58' x 40'	2,320	120	150	252
F-H	58' x 117'	6,786	400	504	840
E-H	100' x 117'	11,700	720	882	1,320
A-D	100' x 117'	11,700	720	882	1,320
A-E	142' x 117'	16,614	1,000	1,197	1,803
Entire Ballroom	200' x 117'	23,400	1,600	1,680	2,552

## Conference Center Upper Level

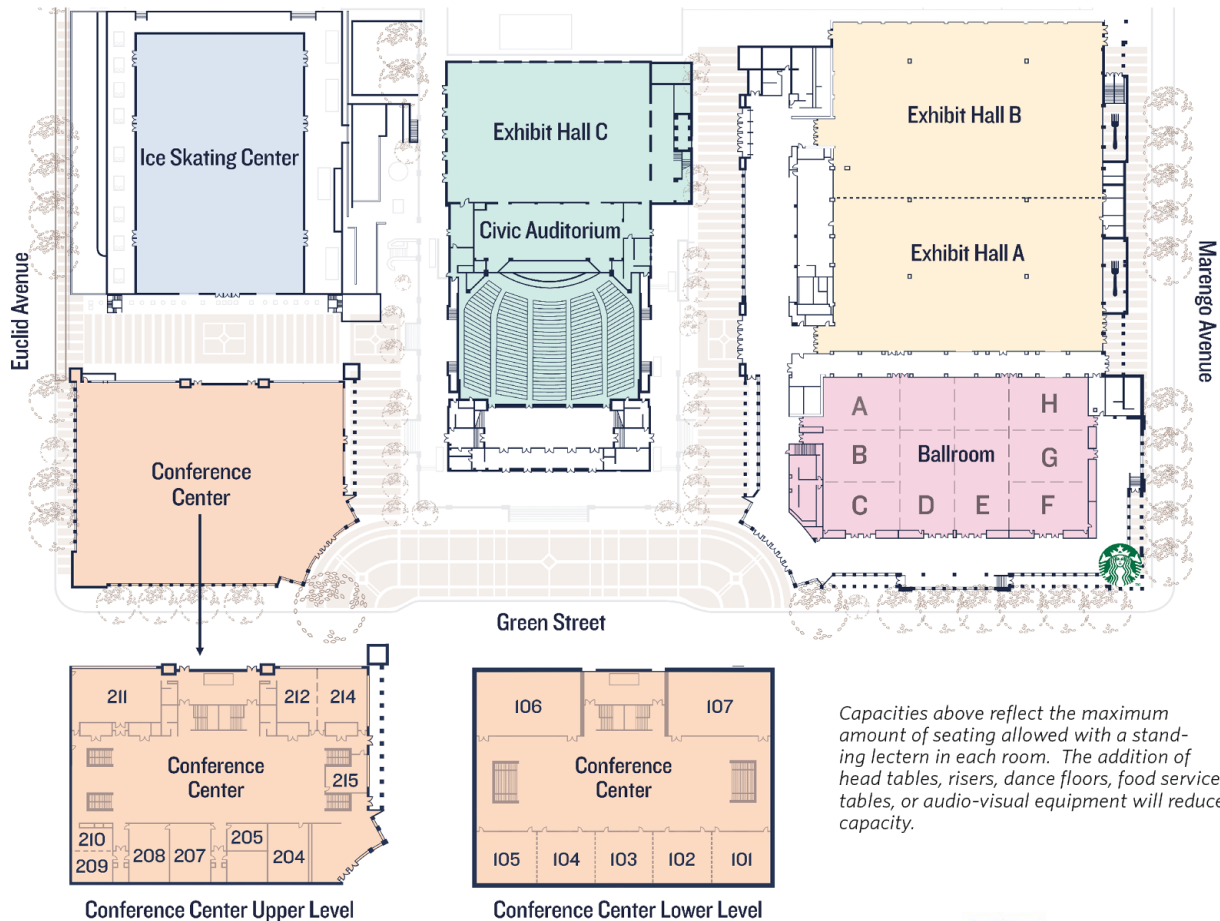
Ceiling Height: 10'

Space	Dimensions (LxW)	Sqft	Banquet	Classroom	Theater
204	33' x 24'	792	40	45	88
205	24' x 17'	408	20	18	31
207	37' x 24'	888	50	48	89
208	37' x 24'	888	50	51	84
209	24' x 19'	456	20	18	41
210	24' x 14'	336	20	9	27
209/210	34' x 24'	816	40	39	73
211	54' x 33'	1,782	80	99	173
212	33' x 24'	792	40	45	84
214	33' x 29'	957	40	48	84
212/214	53' x 33'	1,749	80	93	159
215	20' x 16'	320	10	15	28

## Conference Center Lower Level

Ceiling Height: 14'

Space	Dimensions (LxW)	Sqft	Banquet	Classroom	Theater
101	43' x 35'	1,505	90	84	140
102	43' x 37'	1,591	90	105	160
103	43' x 29'	1,247	60	84	140
104	43' x 39'	1,677	90	105	160
105	43' x 37'	1,591	90	84	140
106	63' x 43'	2,709	150	174	310
107	63' x 43'	2,709	150	159	287
101-105	177' x 43'	7,611	420	495	810
Lobby	108' x 56'	6,048	-	-	-



Capacities above reflect the maximum amount of seating allowed with a standing lectern in each room. The addition of head tables, risers, dance floors, food service tables, or audio-visual equipment will reduce capacity.

## PASADENA FIRE DEPARTMENT

Fire Prevention Bureau

215 N Marengo Ave. 195 - Pasadena, CA 91101

Phone: (626) 744-7179 [www.cityofpasadena.net/fire](http://www.cityofpasadena.net/fire)



## SPECIAL EVENT GUIDELINES

All items referenced below shall be strictly complied with. Failure to comply may result in the permit being revoked and/or a citation being issued.

Description and overview of the event. Include the following information on the permit application:

- A brief overview of the event.
- Types of activities, equipment, and amenities the event will have (e.g., tents, cooking vendors, fireworks, propane heaters, vehicle displays).
- Total expected attendance over the course of the entire event and maximum attendance at any one time.
- Ticket sales cannot exceed the approved occupant load for the event.
- Date and time of day the activity/event will be ready for inspection.
- Name, phone number, and email of the contact(s) the inspector will be working with during review of the application and on-site during the inspection.
- Any special considerations associated with the event, such as road closures.

Exterior plans are required for all events. The following shall be included:

- Full property view with surrounding streets, fire hydrants, and fire department access roads.
- A separate map showing street closures (if applicable), and types of barricades.
- Provide distances between the event amenities, equipment, and buildings.
- Show the location of all tents/canopies on the plan.
- Identify areas where cooking (if applicable), or other activities will take place along with the location of generators.
- Fences, barriers, and other obstructions to pedestrians or vehicles.

### General

- In order to maintain the safety of the public, the Fire Chief or designee may require the event agent or owner to employ one or more Fire Safety Officers assigned by the Fire Department. The cost of such Fire Safety Officers shall be in addition to the permit fee.
- An approved and signed copy of the event plot plans shall be kept on site and made available upon request.
- The occupant load of any area of the event shall not exceed the number permitted under the provisions of the prevailing code for the area involved. If, during an inspection conducted by an authorized representative of the Pasadena Fire Department, an overcrowded condition is found to exist, the Fire Department representative may cause the performance, presentation, event and/or entertainment to be stopped until such condition is corrected.
- Fire extinguishers at a minimum rating of 2-A:10-B:C shall be provided every 75 ft of travel distance.
- The show manager shall assume the responsibility for the removal of rubbish and debris from the event area, and shall advise all exhibitors that booths, stands, food services and related area shall be cleaned of combustible rubbish and debris on a daily basis or more often if appropriate to maintain life and fire safety.
- All motorized vehicles and gas-powered equipment for display shall have the batteries disconnected, fuel supplies limited to ¼ of the tank capacity or less and be furnished with a locking gas cap or have the caps sealed with tape (for expanded guidelines, please see Motor Vehicle display Guidelines information sheet).
- Automatic fire sprinkler piping shall not be used for the hanging of any objects, materials or decorations.
- Any electrical appliances, cords, etc. must be UL approved and bear the approval label and may not be altered in any way. Any gas appliances must be AGA approved, appropriately labeled and may not be altered in any way.
- All demonstrations using heat-producing appliances require a permit and shall be conducted on flameproof material. Demonstrations or exhibits done on the front take of a display booth shall be protected with a minimum 18-inch high, ¼ inch thick, clear plastic shield across the front of the table and down both sides of the demonstration area.
- When more than 200 loose chairs are used, the chairs shall be fastened together in groups of at least three chairs and not more than seven.
- The Fire Chief, or designee, is authorized to halt the operation of heating equipment if such use is determined to constitute a hazardous condition.

## Tents and Canopies

- Tents or canopies may not exceed 100 sq. ft (10' x 10').
- No more than 8 allowed per event area, no less than 20 feet separation between tents or canopies.
- All canopies or tents shall be constructed of flame-retardant material in accordance with CPAI-84. Appropriate documentation is required. A copy of the California State Fire Marshal flameproof certificate must be available to the Pasadena Fire Department Fire Inspector when requested. If this certification is not available, the tents or canopies in question shall be removed immediately.
- Smoking shall not be permitted in tents or canopies.
- Must not block or impede egress.
- Interior plans are required for all events taking place in a building or tent. The following shall be included:
  - Placement of fire extinguishers.
  - Location and width of exit doors.
  - Location of exits and no smoking signs.
  - Location of emergency lighting and their power source (battery or generator).
  - Location of stages and platforms.
  - Location of vehicles on display, gross weight of vehicles.
  - Tables and seating plan, including width of aisles between tables and seating areas.

## Occupant Load

- Approved occupant load shall be displayed for each event area.
- The maximum occupant load (including staff and performers) shall be determined during plan review. The number of occupants shall be calculated based off usable floor area. Assembly without fixed seating, total square feet of area being used divided by:

<b>Concentrated Chairs Only</b>	<b>7 net</b>
<b>Standing Space</b>	<b>5 net</b>
<b>Unconcentrated Space / Tables &amp; Chairs</b>	<b>15 net</b>

<b>OCCUPANT LOAD</b>	<b>MINIMUM # OF EXITS</b>
<b>10 to 49</b>	<b>1</b>
<b>50 to 299</b>	<b>2</b>
<b>300 to 500</b>	<b>2</b>
<b>501 to 999</b>	<b>3</b>
<b>1,000 or more</b>	<b>4</b>

## Aisles and Exit Access

- All aisles shall be aligned as close as possible with the exits to ensure the safe egress of the occupants in time of emergency. For exit requirements, see table below.
- All cables and extension cords in or near exits shall be secured and ramped to prevent tripping.
- Interior and exterior stairways, hallways, corridors and bridges leading to a stairway shall not be used in a way that will obstruct their use as an exit.
- All exit signs shall be visible and posted.
- Exit way lighting shall be provided at all times, with a separate source of power available to operate automatically should the main source of power be interrupted.
- Tables and chairs shall not be permitted in the exit or exit access. All displays in the exit access shall be restricted to static displays or displays that tend not to create congestion.
- Displays shall be subject to the discretion of the Fire Marshal and require prior approval. Any item found obstructing the exit or exit access shall be removed.
- Booths, storage, signs, decorations and wares shall not conceal or block access to any common path of travel, exit or exit discharge. Access to any fire and life safety equipment such as hose cabinets, fire extinguishers and fire alarm pull stations shall be maintained. Any item found obstructing and/or concealing any aisle, exit pathway, door, hose cabinet, fire extinguishers, etc. shall be removed.



## **Seating Arrangements**

- Aisles – the width for areas without fixed seating shall be as follows:
  - For rows of seating with access at both ends, there shall not be more than 100 seats per row. The minimum width of 12 inches between each row shall be increased by 0.3 inches for every additional seat beyond 14 seats. Not to exceed 22 inches. (Measured from the back of the row ahead to the front of the seat behind).
  - For rows of seating with access at one end, there shall not be more than 50 seats per row. The minimum clear width of 12 inches between rows shall be increased by 0.6 inches for every additional seat beyond seven seats. Not to exceed 22 inches. (Measured from the back of the row ahead to the front of the seat behind).
  - When serving 200 occupants, minimum aisles having a width of not less than 44 inches shall be provided from seating areas, and aisles shall be increased in width by 1 foot for every 50 people served by an exit aisle.
- When more than 200 loose chairs are used, the chairs shall be fastened together in groups of at least three chairs and not more than seven.

## **Booth Construction**

- Approval of any booth that exceeds eight feet in height and incorporates a ceiling and/or a second story area requires a complete set of structural plans stamped and signed by a California State registered architect or structural engineer. These plans shall include a seismic analysis of the structure and its method of attachment to the floor. The second story of a two-story booth shall be provided with at least one stairway complying with the prevailing code requirements. An occupant load sign shall be posted.

## **Decorative Materials**

- All decorative materials shall be inherently flame retardant or appropriately treated with a flame-retardant material in accordance with C.A.C Title 19. Appropriate documentation will be required. A copy of the California State Fire Marshal flameproof certificate must be available to the Pasadena Fire Department Fire Inspector when requested. If this certification is not available, the material(s) in question shall be removed immediately.
- Combustible materials 3/8 inch in thickness or more, glass or asbestos cloth may be used without flame retardant treatment. Oilcloth, tarpaper and sisal papers are prohibited, as they cannot be made fire retardant.
- Non-foam and foam plastics shall be flame resistant. □ Wood materials less than ¼ inch shall be flame resistant.
- Carpeting and similar material used as interior wall and/or ceiling covering shall have a Class 1 Flame Spread Rating. Any material having a brushed or napped finish (i.e., carpeting) shall have a flame spread rating of not more than 25.
- Combustible assemblies/structures with exposed edges that are not more than ¼ inch in thickness and are used for folding doors, room dividers, decorative screens and similar applications which do not create concealed spaces, shall be flame resistant.
- Decorative materials not more than ¼ inch in thickness that are used for folding doors, room dividers, decorative screens and similar applications and are installed with all edges protected, shall not exceed ten percent of that of the floor area of the room in which material is located.

## **Storage of Materials**

- Sale items, handouts and display items shall be limited to reasonable quantities. Reserve supplies shall be maintained in closed containers and stored in a neat and compact manner. Storage of combustibles beneath tables shall be restricted to one day's supply. No storage of any kind is permitted behind curtains or walls of the booths or adjacent areas.

## **Cooking Operations**

- Operation of any heat producing cooking appliance such as stoves, barbecues, woks, hot plates, or deep fryers require Fire Department approval.
- A 2A:10BC rated fire extinguisher shall be provided for each kitchen area. If a deep fat fryer is used, a Class K fire extinguisher shall be provided.
- All kitchen or food preparation areas shall be shown on the plot plan.
- Concession stands utilized for cooking shall have a minimum of 10 feet clearance on two sides and shall not be located within 10 feet of rides or amusements.
- Cooking equipment shall not be located within 10 feet of a tent.
- The public shall not have access to the cooking areas.
- For expanded guidelines, please see Special Event Temporary Outdoor Cooking Operation Guidelines and/or Open Burning and Grilling Guidelines information sheet.

## **Dining Areas**

- A detailed seating plan for all dining areas shall be submitted with the event plans. An accepted plan previously approved by the Fire Marshal may be submitted.
- These plans shall include area dimensions and shall indicate all aisles. Aisles serving tables or seating on one side shall be not less than 36 inches. Aisles serving both sides shall be not less than 44 inches in width.
- Additional fire extinguishers and exit signage may be required in the dining area.

## **Liquids, Chemicals, Gases, etc.**

- All compressed gas cylinders shall be staked or secured in such a fashion as to prevent knockdown and stored away from the public.
- The use and/or storage of liquefied petroleum gasses are to be identified on the plot plans.
- Flammable or combustible liquids shall not exceed the necessary amounts for maintenance purposes.
- Compressed flammable gasses are to be identified on the plot plans.
- Hazardous materials or chemicals shall require a permit. (Please contact (626) 744-4668) and their locations are to be identified on the plot plans.

## **Miscellaneous**

- Any changes, modifications and/or additions to the show plans shall be approved by the Fire Department, in compliance with the requirements as stated on the "Special Event Plan Submittal Requirements" form, prior to the opening of the show. The approved plans shall be readily accessible for the use of the Fire Department. All of the requirements referenced above shall be strictly complied with, unless there is a specific written approval by the Fire Marshal.
- *Please be advised that Pasadena Fire Department personnel are authorized to conduct periodic inspections prior to and during events. Should any flagrant violations of these requirements be observed, a citation will be issued, and/or the event stopped until the violation is cleared.*

## **Fire Department Permit Requirements**

In compliance with the 2019 California Fire Code (CFC), a permit shall be obtained from the Pasadena Fire Department a minimum of 14 working days prior to the event for any of the following:

- |  |  |
|--|--|
| • A temporary place of public assembly   | • The use and/or storage of liquefied petroleum gasses in an amount  |
| • Temporary membrane-structure, tents, and canopies  | • Flammable or combustible liquids, in excess of five gallons inside and ten gallons outside of a structure                                |
| • The use of candles, torches or other open flame devices such as gas fired heaters, grills or barbeques | • Compressed flammable gases in any amount   |
| • Exhibits or tradeshow  | • Hazardous materials or chemicals shall require a permit. Please contact (626) 744-4668   |
| • The use of liquid or gas fueled vehicles for competition or display inside an assembly                 | • Covered malls being used as a place of assembly, displaying a vehicle, and the use of open flame or the installation of temporary kiosks |
| • Special Amusement Building   | • Carnivals or fairs   |
| • Open burning such as a bonfire   | • Cutting or welding   |
| • Aerosol products in excess of 500 pounds   |  |
| • Explosives   |  |
| • The use of fireworks or special effects  |  |

## **Additional Guideline Sheets**

For additional guidelines and information, please consult the following documents:

- |   |  |
|---|--|
| • Candle & Open Flame                     | • Room Heaters and Heating Equipment                 |
| • Tents, Canopies, and Membrane Structure | • Show and Exhibition Guidelines                     |
| • Motor Vehicle Display                   | • Special Event Temporary Outdoor Cooking Operations |
| • Open Burning and Grilling               |  |

## APPENDIX B – INSURANCE REQUIREMENTS

Licensee shall procure and maintain for the duration of the license period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the license of the facilities and the activities of Licensee, its guests, agents, representatives, employees or subcontractors. The cost of such insurance shall be borne by Licensee.

### Minimum Scope and Limit of Insurance

Coverage shall be at least as broad as Insurance Services Office Commercial General Liability (CGL) coverage (occurrence Form CG 00 01) and include products coverage.

### Minimum Limits of Insurance

Coverage shall be at least as broad as Insurance Services Office (ISO) Form CG 00 01 covering CGL on an “occurrence” basis, including property damage, bodily injury, and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. The policy shall include broad form contractual liability coverage.

If the use includes athletic activities, Licensee shall provide evidence that the CGL includes coverage for injuries to athletic participants and should also provide evidence of Participant Accident Insurance.

Licensee should check with Licensee’s insurance advisors to verify compliance and determine if additional coverage or limits may be needed to adequately insure Licensee’s obligations under this agreement. These are the minimum required and do not in any way represent or imply that such coverage is sufficient to adequately cover Licensee’s liability under this agreement. These insurance requirements shall not in any way relieve Licensee of liability in excess of such coverage, nor shall it preclude Licensor from taking such other actions as are available to it under any other provisions of this agreement or law. These insurance requirements shall not in any way act to reduce coverage that is broader or includes higher limits than those required. If Licensee maintains broader coverage and/or higher limits than the minimums shown above, Licensor requires and shall be entitled to the broader coverage and/or the higher limits maintained by Licensee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage required, which are applicable to any given loss, shall be available to Licensor.

The insurance to be provided by Licensee under this agreement shall not include any endorsement limiting coverage available to Licensor that is otherwise required herein; and any policy or endorsement language that (i) negates coverage to Licensor for Licensor’s own negligence; (ii) limits the duty to defend Licensor under the policy; (iii) provides coverage to Licensor only if Licensee is negligent, or (iv) permits the recovery of defense costs from any additional insured. The insurance provided under this agreement shall not contain any restrictions or limitations which are inconsistent with Licensor’s rights under this agreement.

### Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

### Additional Insured Status

The Pasadena Center Operating Company and its Board of Directors and the City of Pasadena and its City Council and each entities respective officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the license of the facility, work or operations performed by or on behalf of Licensee including materials, parts, or equipment furnished in connection with such work or operations. General liability additional insured coverage shall be provided in the form of an endorsement to Licensee’s insurance at least as broad as ISO Form CG 20 10 11 85 (ongoing operations) and CG 20 37 (completed operations).

### Severability of Interests (Cross-Liability)

A severability of interest provision must apply for all the additional insureds, ensuring that Licensee’s insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the insurer’s limits of liability.

### Primary Coverage

For any claims related to this contract, Licensee’s insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Pasadena Center Operating Company and its Board of Directors and the City of Pasadena and its City Council, and each entities respective officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the Pasadena Center Operating Company and its Board of Directors or the City of Pasadena or its City Council, and each entities officers, officials, employees, agents, or volunteers shall be excess of Licensee’s insurance and shall not contribute with it.

### Notice of Cancellation/Change in Coverage

Each insurance policy required above shall state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, non-renewed, or materially changed except after thirty (30) days’ prior written notice has been given to Licensor, except that ten (10) days’ prior written notice shall apply in the event of cancellation for non-payment of premium.

### Waiver of Subrogation

Licensee hereby grants to Licensor a waiver of any right to subrogation which any insurer of Licensee may acquire against the Pasadena Center Operating Company and its Board of Directors and the City of Pasadena and its City Council, and each entities respective officers, officials, employees, agents, and volunteers from Licensee by virtue of the payment of any loss under such insurance. Licensee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Licensor has received a waiver of subrogation endorsement from the insurer.

### Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state of California with a current A.M. Best’s rating of no less than A:VII.

### Verification of Coverage

Licensee shall furnish Licensor with original certificates, and all required amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. A statement on an insurance certificate will not be accepted in lieu of the actual endorsements required herein. Each insurance certificate shall specifically identify this agreement. All certificates and endorsements are to be received and approved by Licensor before work commences. All certificates and endorsements are to be received and approved by Licensor at least five (5) days before Licensee commences activities.

### Special Events Coverage

Special events coverage is available for an additional fee to provide the liability insurance required by this agreement. Licensee can obtain additional information and cost from Licensor.

### Special Risks or Circumstances

Licensor reserves the right to modify these requirements at any time, including limits, based on the nature of the risk, prior events, insurance coverage, or other special circumstances.





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