



# FACILITY GUIDE

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**ANAHEIM CONVENTION CENTER**  
**800 W. KATELLA AVENUE**  
**ANAHEIM, CA. 92802**

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\*The Anaheim Convention Center reserves the right to make modifications to the Facility Guide, as needed and appropriate.

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## ANAHEIM CONVENTION CENTER HIGHLIGHTS

### ANAHEIM BY THE NUMBERS

**Total Anaheim Convention Center Area:** 1.8 million square feet

**Exhibit space:** Over one million square feet

**Seating Space:** Arena seating for 7,500

**Meeting rooms:** 99

**Meeting space:** 352,000 square feet

**Outdoor event space:** 200,000 square feet

**Total acreage:** 53



### SUSTAINABILITY ACHIEVEMENTS/INITIATIVES

The Anaheim Convention Center is dedicated, along with the City of Anaheim and the Anaheim Resort™ District, to the highest standards of sustainability. Some green achievements/initiatives include:

- The ACC is a LEED (Leadership in Energy and Environmental Design) Gold-certified structure – one of the largest centers in North America to earn this prestigious distinction.
- Rooftop Garden: A 2,000 square-foot garden with an array of plants and herbs located on top of the Arena Box Office. The garden's harvest supplies ARAMARK, ACC's food and beverage provider, with fresh tasty herbs including rosemary, thyme, parsley, and lavender that are used in ARAMARK prepared dishes throughout the year.
- Solar Power: The 300,000 square-foot solar array spanning the roofs of Exhibit Halls A, B, and C produces 2.4 megawatts of clean, renewable, and sustainable electricity. The system will generate an estimated 3.6 million kilowatt-hours of electricity annually: enough energy to power six hundred (600) homes for a year.
- Creation of the "Green Zone"- An on-site recycling center that handles the recycling and composting processes for the ACC.
  - We have two (2) dehydrators on-site that turn kitchen scraps into compost. Composting is accomplished by using wet waste coming from the ACC and turning it into a compost formula that is 85% kitchen/dining scraps and 15% uncoated paper, cardboard and/or green waste such as lawn trimmings. The compost is used on the ACC campus and in surrounding landscaping.
  - Recycling is achieved by collecting water and soda bottles (P.E.T.), glass, cardboard, electronic, paper and aluminum waste. Additionally, kitchen oils are turned into bio-diesel fuel.
  - The ACC's use of biodegradable utensils, cups, and serving plates lessens the environmental impact.
  - Partner with the Environmental Protection Agency and other related organizations.
  - Partner with local food bank organizations.

For additional information about ACC's sustainable efforts, please visit the following:  
<https://www.visitanaheim.org/meetings/anaheim-convention-center/sustainability/>





## BUDGETING – COMMON EXPENSES

Below is a list of common expenses that are billed for events at the Anaheim Convention Center (ACC). A complete list of event charges is available and will be provided by your Event Manager for planning purposes.

### **Anaheim Fire & Rescue**

There are expenses associated with the approval & review of all exhibit floor plans and non-standard meeting/ballroom floor plans. Meeting/ballroom floor plans must be submitted when the following conditions apply: indoor pyrotechnics will be used, exits and/or aisles are obstructed and/or blocked, and drape that is higher than 8 feet will be used. Additionally, there are personnel fees for on-site inspections and pyrotechnics. All expenses for this service are billed directly through Anaheim Fire & Rescue.

### **Fire Watch Personnel**

ACC Fire Watch personnel is required with the use of haze and/or pyrotechnics.

### **HVAC & Electrical Labor Calls**

The standard operating hours for house lighting and HVAC personnel is 7am-11:30pm daily. For events that begin at 7am or earlier and/or extend past 11:30pm, personnel will be billed accordingly.

*Example:* If your registration opens at 7am in the main lobby, then an early labor call would be billed at 6am.

### **Keys/High Security Cylinders**

Additional charges may apply for keys and/or high security cylinders. Please consult your Event Manager for additional information.

### **Medical Services Personnel**

The ACC requires, and exclusively provides, medical services personnel for events.

### **Room Resets/Changeovers**

The ACC offers one complimentary room set for meeting rooms/ballrooms. All additional room resets/changeovers are billable at 50% of the prevailing room rate except for full-service food functions.

### **Security**

The ACC requires a minimum of one (1) crowd control/security personnel per five hundred (500) attendees. Depending upon the type of event, additional security may be required. Client has the option to hire ACC Crowd Control or any registered (i.e., current PPO License) security company of their choice.

For outdoor events in the Arena Plaza and/or Grand Plaza, there is a minimum requirement of (1) guard per (200) guests. A minimum of one (1) Supervisor & two (2) security personnel is required for events with an attendance of fifty to one hundred & ninety-nine (50 – 199) attendees. Personnel for these events are billed directly through Catering Services.

Additionally, one (1) guard will be required during move-in and/or move-out of the Arena Plaza and/or Grand Plaza to monitor entry when the bollards are lowered.

### **Table Linens**

Linens for all round tables are billable except for full-service food functions. Catering Services would provide linen for those specific food functions. Please consult your Catering Services Manager to discuss all specific functions that you are planning.

### **Trash Removal/Recycling**

There are expenses associated with bulk trash removal/recycling via the use of compactors and/or drop-off bins (DOBs).

**All expenses are billed at the current prevailing rates at the time of the event.**





## EVENT PLANNING CHECKLIST

This checklist has been created to assist you with the planning and coordination of your upcoming event.

### 12-24 MONTHS BEFORE YOUR EVENT

- ☐ An Event Manager will be assigned during this time.
- ☐ Submit a copy of your floor plan to Anaheim Fire & Rescue and your Event Manager. Floor plan should be submitted for approval through Anaheim Fire & Rescue prior to selling any booth/display space.
- ☐ Review your contract and space allocation.
- ☐ Become familiar with Anaheim Convention Center *Policies, Rules, and Regulations* as well as the *Facility Guide*.

### AT LEAST 3-6 MONTHS BEFORE YOUR EVENT

- ☐ Provide vendor information to your Event Manager:
  - AV and/or Production Company contact
  - General Service Contractor
  - Security Consultant and/or Security Provider contact
  - Destination Management Company contact
  - Shuttle Service provider (if applicable)
- ☐ Provide updated floor plans (if applicable).
- ☐ Begin to coordinate your event needs: audio visual & internet. Obtain f & b menu and begin coordination with Aramark as well.
- ☐ Contact state, county, or city entities regarding required permits and licenses as applicable.
- ☐ Select your event security provider and begin to develop the security plan.
- ☐ Submit Certificate of Insurance.

### AT LEAST (1) MONTH BEFORE YOUR EVENT

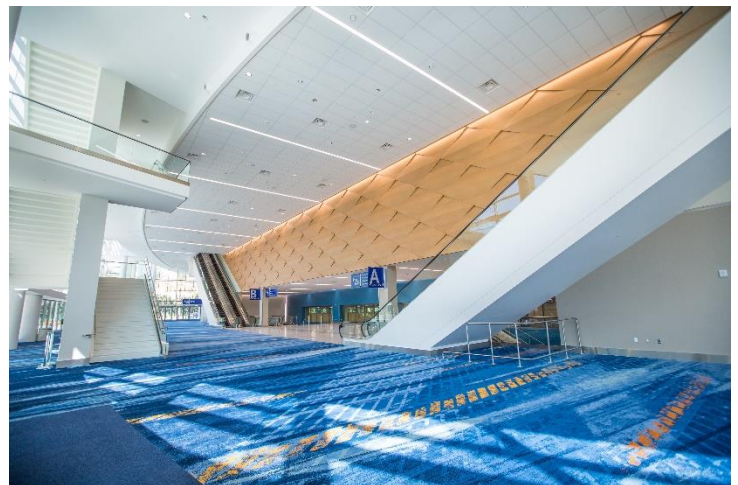
- ☐ Submit *Event Requirements* to include chronological schedule of events, operating hours, diagrams, list of all vendors, estimated daily attendance, list of authorized signers, room set-up information including any room resets, shuttle schedule, and other pertinent event information.
- ☐ Pay remaining rental balance (if applicable).
- ☐ Schedule pre-con meeting (if applicable).
- ☐ Sign and return your Event Estimate.

### AT LEAST (2-3) WEEKS BEFORE YOUR EVENT

- ☐ Update Event Manager on any changes to your event.
- ☐ Pay the Event Estimate balance.
- ☐ Reader board customized graphic (if applicable).

### 1 WEEK BEFORE YOUR EVENT & ON-SITE

- ☐ Continue to provide updates/changes to your event.







## EXCLUSIVE AND PREFERRED PROVIDER OVERVIEW

### **Armed Security Services**

Armed security services can only be provided by sworn Anaheim Police Officers. Per the City of Anaheim Municipal Code (6.35.010), weapons are prohibited in all City buildings including the ACC. Additionally, this code applies to anyone with a Concealed Weapons Permit. Only on-duty law enforcement officers performing their official duties are the exception to this policy.

### **Audio Visual and Rigging**

Encore is the ACC's in-house preferred vendor for AV services/equipment. Encore has exclusivity for rigging in the Arena, Arena Lobby, Ballroom, ACC North 200 Level (including pre-function area & Bridge Connection) and non-trade show (exhibit) related uses in the Exhibit Halls & ACC North 100 Level. Additionally, Encore has exclusivity for house sound in all areas.

### **Crowd Control Services**

Crowd Control personnel for fire watch is exclusively provided by ACC Crowd Control. For all events at the ACC, there is the option to hire any registered (i.e., current PPO License) security company or ACC Crowd Control.

### **Electrical/Plumbing Providers**

The ACC has contractual agreements with specific approved providers for electrical and plumbing services at the ACC. With respect to electrical services, the electrical service provider is responsible for providing show power to all event areas. In addition, they are responsible for providing power to Catering Services for all food related portable concession locations within the facility as well as any retail foods (e.g., food trucks and/or portables in the Arena Plaza and/or Grand Plaza) that are located outdoors and considered part of the ACC.

### **Food and Beverage**

Aramark Sports & Entertainment Services (Catering Services) is the exclusive food and beverage service provider at the ACC. Catering Services has a wide variety of menu and service options available. The distribution or sale of food and beverages from sources other than Catering Services is prohibited without the express written permission of Catering Services. Additional stipulations may be required.

### **Internet, Data, Voice, Television, and Networking Services**

Smart City Networks (Technology Services) is the exclusive provider for client & exhibitor voice, data, internet, cable TV, and networking services. Cable pulling is also exclusive to Technology Services.

### **Medical Services**

In the interest of public safety, the ACC requires medical services staffing on event days with an anticipated attendance of three hundred (300) or more people. Personnel will be assigned to begin no later than (30) minutes prior to the show's opening to guests or exhibitors, whichever comes first. Personnel will remain on duty after the event is over and until the Event Manager/Duty Manager is satisfied that the area has been cleared of attendees. Additionally, medical services staffing is recommended for any move-in/move-out activity.

### **Traffic Control**

All traffic control services must be provided by City personnel.





## ADVERTISING/BRANDING

### Interior

All exhibitor or sponsor advertising banners/signs which are hung or otherwise displayed in public areas of the ACC for which Client receives a sponsorship or any other financial benefit, will be charged a flat rate per sign/banner or a percentage of the total sponsorship amount based on the type of signage. The location, size, and ad copy of signage is subject to prior approval by the Executive Director or appointed representative.

### Exterior or Public Areas

No commercial or sponsored signage permitted on the exterior of the ACC.

### Exterior (Street Light Pole Banners)

Advance approval must be obtained to hang street light pole banners. No commercial or sponsored advertising is allowed. The ACC reserves the right to approve copy, size, and location.

### Signage Plan

A detailed signage plan needs to be submitted with location, type of signage and dates of installation/dismantle, a minimum of thirty (30) days in advance of the event. All signage locations, verbiage, and materials are subject to approval by the ACC. Some signage locations may also require approval by Anaheim Fire & Rescue and should be included on the floorplan. All approved signage locations are to be verified and installed by the General Service Contractor (GSC).

Please thoroughly review the *Event Signage Guidelines* and *Banner Pole Specifications* located in the appendix of this guide.

### Additional Provisions

All events open to the public for which admission is charged or Events for which a donation is solicited are required to indicate so in their advertising or to advertise an information phone number.

Non-commercial Client banners or signage, including but not limited to pictures, directionals or notices, may be attached to the premises only in approved locations. The copy and the location of exhibitor and/or any sold advertising space must be approved by ACC Management.

### Convention Center Logotype

The ACC reserves the right to deny Client authority to use the ACC logotype in any public or private promotional materials. If any such advertising is released without prior approval of ACC management, the ACC reserves the right to require that all materials be recalled or modified.

## AFTER HOURS ACCESS

The ACC in-house security staff is available 24 hours a day, 7 days a week. If you need access to the building after hours, please contact Security Control at (714) 765-8975. Please note that after-hours access may require pre-approval.

## AIR-CONDITIONING/HEATING

Air-conditioning or heating will be provided during show hours only. If there is a need for this service during move-in and/or move-out, an hourly rate would apply. Please consult your Event Manager.

The standard operating hours for HVAC personnel are 7am-11:30pm each day. For events beginning at 7am or earlier and/or extending past 11:30pm, personnel will be billed at the current prevailing rates (referred to as early/late HVAC calls).



## AIR WALLS

The ACC has operable air walls in meeting rooms, ballrooms, and exhibit halls. These walls separate leased spaces into desired configurations.

For ACC North, there are six hundred (600) air wall panels on the 100 Level and eight hundred (800) panels on the 200 Level. It is estimated that the full set-up of the space will take approximately ten (10) staff members working 9-10 hours. This time estimate is to move air walls only and does not include the set-up of equipment. Air wall movement will need to be scheduled and coordinated with your Event Manager to allow for the proper amount of time for room resets.

Once walls are set per Client specifications, there may be a fee for any additional wall movement. Please contact your Event Manager with any specific needs.

NOTE: No equipment can be stored in any air wall closets.

## AMERICANS WITH DISABILITIES ACT (ADA)

Client and service providers must comply with the ADA as indicated in the lease agreement. Client is responsible for accessibility to any given event and the services that are provided. The ACC is responsible for all permanent aspects of the facility.

Under ADA regulations, the definition of a “service animal” is limited to a dog or a miniature horse that is individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person’s disability.

Under the ADA, “comfort”, “therapy”, and/or “emotional support” animals do not qualify as service animals.

## ANIMALS

Animals, other than guide, signal, or service animals (as defined in State and Local law) are allowed at the Facility. A permit is required for animals used in exhibits, demonstrations, and/or entertainment. The permit can be obtained from Orange County Animal Control and permits must be made available for inspection by the ACC. All sanitary needs for permitted animals will be the sole responsibility of Client. Sanitary needs for guide, signal, or service animals are the responsibility of the guest. Please contact the OC Animal Care’s Business Licensing Desk at (714) 796-6429.

## APPROVED TAPE/TAPE POLICY

The ACC has two approved tapes that must be used when taping down cords/lines in any carpeted space. The tapes are **3M Clear Scotch Tape #3565 or Bron AV Cord Tape BT-279S**. If an identifying colored or warning tape needs to be used, the 3M 3565 tape or Bron AV Cord Tape BT 279S must be placed on the carpet first. No other tape is permitted.

If tape is used in the Exhibit Halls on concrete, we recommend Gaffer tape.

For the Grand Plaza & the Arena Plaza, the approved tape is painter’s tape and 3M Clear Scotch Tape #3565.

For terrazzo flooring, the only approved tape for use is painter’s tape.

## ARCADES AND COURTYARDS

There are two open-air courtyards at ACC: (1) between Halls A/B and (1) between Halls B/C. Use of these courtyards requires approval in advance and is subject to individual space rental and Anaheim Fire regulations. Smoking/vaping is not permitted in the courtyard. Public access doors to the courtyards may not be blocked without prior written permission of ACC management.

## ARMED GUARD SERVICES/WEAPONS PROHIBITED IN CITY FACILITIES

In the interest of public safety, the ACC may, at its sole discretion, require Anaheim Police Officers during certain events. Anaheim Police officers will be required for all political, gaming, and religious events taking place at the ACC. Officers are scheduled at Client’s expense. Armed security services must be provided only by Anaheim Police Officers. Requests for Anaheim Police should be placed at least thirty (30) days prior to the first date of move-in. For assistance, please contact your Event Manager.

Per the City of Anaheim Municipal Code (6.35.010), weapons are prohibited in all City buildings including the ACC. Additionally, this code applies to anyone with a Concealed Weapons Permit. Only on-duty law enforcement officers performing their official duties are the exception to this policy.



## ATM MACHINES

The ACC is a cashless facility and there are no ATMs available on-site. Client may opt to set-up ATMs inside of their contracted space and must comply with Anaheim Fire & Rescue (AF&R) guidelines. If a Box Office is used to sell tickets, then an ATM may be set up next to the Box Office only. Power must be provided through the show's electrical provider.

## AUDIO SERVICES/HOUSE SOUND

Encore is ACC's preferred in-house AV provider and can provide a variety of services including full-service production, high-definition event video conferencing, and recording.

House sound is exclusively managed through Encore except for the Arena which is managed by the ACC Electrical team. The ACC does not permit the mixing of sound systems and no outside equipment can be connected to or operated from the house sound system. Please consult your Event Manager for clarification.

## BALLOONS AND CONFETTI

Helium balloons are prohibited within the ACC unless secured to a fixed object. Metallic and Mylar balloons are prohibited at all times.

Client will be responsible for enforcing these provisions. Fees will be billed to Client to remove balloons released into ceiling areas. Use of pressurized tanks must comply with public safety regulations. (See also Fire Regulations - Compressed Gases).

Client is responsible for the clean-up of confetti used in and around the ACC. Additional cleaning charges may apply. Please consult your Event Manager for additional details.

## BEAM DETECTORS – ACC NORTH

There are beam detectors in the ceiling that connect to detect points in both ACC North's Plaza Level Lobby and 200 Level Lobby. The beam points cannot be broken. Therefore, some rig points in each lobby are not usable. If the beam connection is obstructed, then the fire alarm system will be activated. If any work is being done on lifts in the lobbies, please provide your Event Manager with the approximate date/time of the work. The fire alarm system will need to be placed in bypass during this time. If an approximate date/time is not provided and Anaheim Fire & Rescue is called to the false alarm triggered by this work, then the ACC will bill the General Service Contractor (GSC) or Client for the service call-out.

## BLACK MARK REMOVAL

There is a black mark removal fee for designated spaces when used as exhibits. This fee is billed directly to the GSC on a per event basis. The ACC removes black marks caused partly from tape residue and/or forklift traffic from various spaces throughout the year. Removal of black marks from exhibit areas takes a significant amount of time and only occurs when there is sufficient time available between events. It is not possible for ACC staff to remove black marks after each event.

The fee schedule is as follows:

Exhibit Hall A	\$400.00
Exhibit Hall B	\$400.00
Exhibit Hall C	\$400.00
Exhibit Hall D	\$575.00
Exhibit Hall E	\$400.00
Arena Floor	\$100.00
Arena Plaza and/or Grand Plaza	\$250.00

## BOX OFFICES

The ACC has six (6) box offices that can be rented for client use (based on availability):

- Arena Box Office - (15) windows (2 inside/13 outside)
- Box Office A/B - (8) windows (4 inside/4 outside)
- Box Office C/D - (8) windows (4 inside/4 outside)
- Box Office E - (3) windows (inside)
- (2) Portable offices - (2) windows each

If you would like to rent the box offices, please contact your Event Manager to confirm availability and pricing.



## **BUSINESS LICENSE/TEMPORARY RESALE PERMIT**

A City of Anaheim business license is required for any shows/exhibits that are open to the public and there is a daily license fee per booth/exhibit as well. A business license is not required for any private events. Additional information regarding a City of Anaheim Business License is available by calling the Business License Division at (714) 765-5194 or visiting their website <http://www.anaheim.net/494/Business-License>.

If any sales are conducted at the ACC, a temporary resale permit is required for each exhibitor. Please visit the State Board of Equalization's website for additional information regarding a Temporary Resale Permit: [http://www.boe.ca.gov/info/temporary\\_sellers.htm](http://www.boe.ca.gov/info/temporary_sellers.htm) or call the BOE at 1-800-400-7115.

## **CANNABIS/HEMP**

Marijuana products and activity are prohibited in the City of Anaheim per Chapter 4.100 of the Anaheim Municipal Code.

CBD products that meet the legal definition of industrial hemp (per Food and Agricultural Code section 81000) with a delta-9 tetrahydrocannabinol concentration of no more than 0.3 percent on a dry weight basis is permitted. Additional questions, please contact your Event Manager.

## **CASHLESS TRANSACTIONS**

The ACC accepts only credit or debit cards, Apple Pay, and Google Pay at locations that require payment, such as parking and food stand locations to minimize physical contact.

## **CATWALK USE**

To use the catwalk, the GSC and/or outside electrical provider must check out keys with Security on a daily basis. If your organization is using the catwalk, please ensure that the catwalk doors are being locked to prevent unauthorized access. Only authorized personnel working in the catwalks should access them. No access is permitted to any interstitial mechanical decks or electrical rooms at any time (unless accompanied by an authorized ACC staff member) and anyone found entering these areas will be ejected from the ACC. Additionally, no access to/from the catwalks is allowed from a scissor or boom lift at any time. All catwalks should be kept clear of trash and any personal items. All materials, supplies, trash, etc. that belongs to any GSC or electrical service provider must be removed from the catwalks prior to the completion of move-out. The expectation is that the catwalks are left in the same clean condition that they were found in.

If there are cords on the catwalk, which present a trip hazard or any other potential danger, please contact your Event Manager and/or ACC Security personnel as soon as possible. We will address the issue immediately. Additionally, please report any burned out lights to [gelectrical@anaheim.net](mailto:gelectrical@anaheim.net) or to Security at ext. 8975.

## **CLEANING (SEE ALSO TRASH REMOVAL)**

### **Common Areas**

The ACC provides complimentary cleaning of all common areas not used for registration and/or exhibit purposes.

In terms of cleanliness, all lobby areas are a high priority/focus, especially during move-in/move-out periods. This also applies to all lobbies and finger lobbies on the 2<sup>nd</sup> and 3<sup>rd</sup> levels. These areas are considered our "front door" and provide the first impressions to guests attending other events that are taking place at the same time as move-in and/or move-out.

If the standards of cleanliness are not met, then ACC personnel will follow-up. Any labor hours expended to bring the facility up to standard will be billed back to the GSC/Client in question.

### **General Sessions in Exhibit Halls/Arena/Ballroom**

The ACC will refresh the general session areas. Additional cleaning that results from production and/or session activities (e.g., confetti) would be billed at the current prevailing rates.



## **CLEANING (SEE ALSO TRASH REMOVAL) – (CONTINUED)**

### **Meeting Rooms**

The ACC will refresh the meeting rooms. Additional cleaning that results from production and/or session activities would be billed at the current prevailing rates. As a standard, meeting rooms that are rekeyed (designated as high security) by request of the Client are not cleaned nor are equipment deliveries made until staff is present in the room. Meeting rooms designated as general access are cleaned based on an ACC schedule and equipment deliveries are made per Client request.

One overnight room refresh is provided for each meeting room in use. An overnight refresh includes trash disposal, basic cleaning/disinfection, and straightening of tables/chairs. Additional charges may be assessed for excessive trash. If you have dedicated room refresh schedule requirements beyond our standard refresh, appropriate labor charges may apply in relation to the scope of the work to be done. Your Event Manager can assist you with a room refresh schedule.

### **Exhibit Floor**

All pre-event (move-in) and post-event (move-out) cleaning in the exhibit halls and any other areas utilized, as exhibit space is the responsibility of the Client, GSC or cleaning contractor. Additionally, GSC's and/or cleaning contractors will need to take care of all areas where "exhibits" exist and/or existed during move-in and move-out.

This includes the following:

- All Client, contractor, and/or exhibitor trash and its disposal
- Removal of all tape, tape residue, and gum/gummy substances (including, but not limited to excessive dirt, powder, sawdust or other material, etc.)
- Carpet: should be left in the same condition after move-out as it was prior to move-in
- Docks and/or parking lots (when used for equipment storage, staging, etc.)
- Any spills that originated from an outside source such as water spills, oil spills and/or hydraulic spills. ACC personnel will handle any spills that originated from and/or were caused by the facility.

The GSC or GSC cleaning contractor is responsible for providing their own cleaning supplies, equipment, and tools including forklifts and/or pushers. The ACC will provide (deliver) metal dump tubs and/or porter carts upon request during move-in and/or move-out.

If a Cleaning Contractor has not been hired for an event that has exhibits, then ACC personnel will handle aspects of cleaning during the move-in and move-out. The ACC will generate charge slips for labor (per hour) and bill the Client accordingly.

### **Carpet**

It is the GSC's and/or cleaning contractor's responsibility to clean aisle carpet and/or other floor covering temporarily installed for the event. ACC personnel will vacuum any ACC permanent carpeted areas after the GSC has removed all exhibits, trash, floor coverings, and any associated ACC approved tape. ACC vacuuming does not include move-in or move-out debris. GSC's will be responsible for vacuuming carpets at the conclusion of move-in or move-out as necessary. ACC carpet should be left in the same condition after move-out as it was prior to move-in.

### **Drop-Off Bins (DOB's) and Compactors:**

ACC personnel will empty the DOB's and compactors ONLY. Porter carts are to be emptied by the GSC or cleaning contractor. The cleaning contractor must also separate all cardboard and place it into the designated compactor or DOB.

ACC will call for all DOB and Compactor pick-ups and deliveries. ACC will also make calls for special requests based on the needs of the GSC and/or Client. ACC will monitor all activity for the DOB's and Compactors. To further clarify, no keys to the ACC Compactors will be provided to any GSC or cleaning contractor. ACC will provide a floater (ACC employee) to continually check and operate all Compactors to ensure they are clear for the disposal of trash. If the GSC and/or cleaning contractor observes that a Compactor is blocked off with a barricade at the disposal point or blocked off with "caution tape" to prevent use, the GSC and/or cleaning contractor should use another compactor or contact a Facility Services Supervisor to find out about the status of the specific unit. If a GSC or cleaning contractor requests that the Hall D chutes be opened, then a GSC or cleaning contractor employee must be stationed at the chutes at all times until they have been closed/locked.



## CLEANING (SEE ALSO TRASH REMOVAL) – (CONTINUED)

Please note the following:

- Compactor A (located near the Arena) is for **cardboard ONLY**.
- Compactor B (next to Car Park #6) and Compactor D (next to the D Apron) are designated for trash.
- Compactor E (located in the Hall E dock area) – there are two (2) Compactors at this location: one (1) is designated as **cardboard ONLY** and the other is designated for trash. There is signage noting this.
- Compactors N1 & N2 (located at ACC North in the 100 Level dock area). Each compactor should be used one at a time to prevent unwanted smells. Two DOBS will be available at all times as well (trash and cardboard).
- There is one (1) 3-yard bin designated for **food disposal ONLY** at ACC North. The 3-yard bin for ACC North is in the dock area and labeled “Food Waste Only.” This is NOT to be moved or used by any GSC.

**\*\*The 3-yard bin is operated by Catering Services personnel. Any use of these Compactors should be coordinated with Catering Services.**

It is the responsibility of the GSC and/or cleaning contractor to be aware of trash disposal locations. Trash should be disposed of in the most efficient manner possible to minimize trash disposal costs that are billed back to the Client.

### Examples:

- Cardboard (if disposed of in one of the open top DOB’s) should be broken down and flattened to optimize the use of said DOB’s. Otherwise, cardboard should be disposed of in one of the Compactors designated for cardboard.
- It is essential that the GSC or cleaning contractor utilize disposal locations properly and efficiently to keep trash removal costs billed back to the Client to a minimum.
- Exhibitors are responsible for arranging the disposal of their booths through their show’s general service contractor. If arrangements are not made in advance and the booth is abandoned, the Convention Center will charge the Licensee/Show Management for labor and compactor pull for waste disposal.

### Trash

ACC personnel will maintain the non-exhibit areas and remove all guest-generated trash (i.e., food and beverage waste, other waste deposited into ACC trashcans) during all hours between the move-in and the move-out. Client, GSC or client’s cleaning contractor is responsible for all exhibitor and/or non-guest trash (i.e., packing materials, cardboard boxes, etc.) If anything is left behind that requires ACC labor to resolve, then a labor charge will be billed accordingly. In addition, any items that were left will be disposed of.

ACC personnel will be responsible for emptying ACC trashcans during event hours ONLY. The ACC will distribute exhibit hall trashcans after aisle carpet installation or on the morning of show opening. ACC will only service ACC trashcans. Any additional trashcans added by the client will be the responsibility of the GSC or cleaning contractor. The ACC will remove, empty, clean, and store all trashcans placed in exhibit halls immediately following the conclusion of an event.

## COAT AND LUGGAGE CHECK

Client may hire ACC Crowd Control personnel for coat and luggage check that has no cash/credit handling. Arrangements for these services can be made through your Event Manager.

Any coat check operation that requires attendees to pay for services must be provided by the Client through an outside service provider. Please provide your Event Manager with a copy of this schedule.

Select coat/luggage check equipment may be available for rent through the ACC. Please consult your Event Manager with respect to equipment and location options.

## COMPLIANCE WITH LAWS

Client, its exhibitors, vendors, guests, and staff connected with the event, must observe, and comply with all laws, statutes, ordinances, rules and regulations of the Government of the United States, State of California, County of Orange and the City of Anaheim including but not limited to the Americans with Disabilities Act (ADA). Client will indemnify, defend (at City’s option) and hold harmless the City from all damages, costs, and expenses in law or equity arising out of Client’s failure to comply with applicable laws, statutes, ordinances, rules, regulations or acts. The cost of such compliance is the responsibility of each Client, exhibitor, vendor, guest or staff.



## COMPRESSED AIR

Complete heavy duty compressed air piping systems are available in the exhibit halls serviced from overhead catwalks through plugged ballcock outlets in each hall, located at each roof support column head, except Hall E. Capped outlets in each column (near the floor level) are available. For Hall E, compressed air is located in every other column on either the north or south end of the hall. No compressed air outlets are located at columns E18 through E51. ACC North is fully air piped with a compressor hook up located at the loading dock.

No compressor equipment is available from the convention center due to the large variance of requirements. Input is a standard pipe thread fitting located on the wall outside of each exhibit hall. Drip pans must be used underneath all compressors. **No compressors are permitted inside of the building.**

## DAMAGES/REPORTING BUILDING DAMAGE

Client will be responsible for any damage (including defacement) to the ACC. All damages & applicable repair costs will be billed accordingly.

The ACC conducts regular facility walk-throughs to check for damage. If you are aware of any damage, please notify us as soon as possible. We also recommend that GSCs and/or AV companies request their own pre and post event walk-throughs with our staff as well. To report building damage, please contact Security at (714) 765-8975. Security may also be contacted from any house phone by dialing extension 8975. Please also notify your Event Manager and/or Duty Manager of the damage.

## DRESSING ROOMS, LOCKERS, SHOW OFFICES, AND STORAGE ROOMS

### Dressing Rooms & Lockers

The Arena features three (3) dressing rooms plus two (2) fully functional locker rooms that include shower facilities. Each locker room can accommodate up to forty (40) people.

### Show Offices

- **ACC North – 100 Level Show Offices**

There are two (2) show offices in the ACC North 100 level with 1,290 square feet of space each. Show Office A is accessible from room 154 and Show Office B is accessible from room 158. Both show offices also have entrances in the 100 Level service corridor.

- **Show Offices – Above the Concession Stands in the Exhibit Halls**

Exhibit halls A, B, C, and D have show offices located above each concession stand. All show offices except for Hall D are only accessible via stairs. The Hall D show office has an interior elevator located on the west side of Hall D that connects to the show office level in addition to a staircase located on the east side.

- **Mezzanine Level Show Offices**

Exhibit halls A, B, and C have show offices located on the Mezzanine Level. The Mezzanine level is accessible from an elevator in the northwest corner of Lobby A, via staircases in Lobbies B & C, and via elevators in Lobby D. There is no direct access to these show offices from the exhibit hall floor.

### Storage Rooms

There are three (3) storage rooms that may be used based on availability: rooms 108 & 110 located in Lobby A and room 119 in Lobby C. Please consult your Event Manager to confirm availability of these rooms.

Please also see the *Dressing Rooms*, *Show Offices*, and *Storage Room* diagrams in the appendix for additional information.

## DRONES

Drones by law must be registered with the FAA, have a trained operator, and must remain within the operator's view while in operation. The ACC does permit the use of drones inside of leased interior space ONLY and Client is responsible for any damage or injury due to the use of drones. No drone activity is permitted inside of any non-leased space. Drones in any exterior areas are explicitly prohibited under the FAA restricted airspace regulation.



## ELECTRICAL

### Electrical Providers

All Official electrical services providers must have a valid contract with the ACC to provide services and will have obtained an electrical permit from the ACC to service the Event. It is recommended that you have your electrical provider on-site throughout the event as the ACC cannot service an outside contractor's equipment. The ACC reserves the right to spot-check electrical installations made by Official Providers and withhold power activation where corrections are deemed necessary.

The basic electrical system in the building is 120/208 3 phase 5 wire unless otherwise noted.

### ACC Redundancy

All ACC building power sources have redundancy services. In the event of a typical power outage (such as a downed power line), the ACC would experience a momentary interruption as the City of Anaheim's Automatic Transfer Switches (ATS) would connect the ACC to secondary feeds. The time between transferring can be up to seven (7) seconds but is typically much quicker. In the unlikely event both primary and secondary feeds were down, the ACC's campus emergency generator ATS systems would engage to power emergency lighting, emergency systems, and vertical transportation to the buildings.

This transfer would typically take place in under three (3) seconds and the generators will come to full power in under fifteen (15) seconds. In the event that the ACC is on emergency power, please await information over the Public Address system. There are no redundant power sources for the Grand Plaza.

### ACC North

Electrical boxes are located on the floor of each level. The boxes are located on a 30' x 30' grid. The floor boxes are designed for convenience in flexible access to power and utilities. The boxes are connected via a conduit "bailout" system which allows large power cable distribution under the floor to minimize cable ramping. The loading dock bays have additional points of entry to the bailout system to facilitate cabling access for the shows. The 100 Level and 200 Level have dedicated high amperage show power "Company Switches" that serve in addition to the floor boxes. Both levels have 2-400amp and 2-200amp gears.

There are auxiliary company switches on the loading dock, which can feed both levels via in wall access on the 100 Level and vertical bailout access to 200 Level. All power is fed 120/208v 3ph. The floor boxes on the 100 Level are 100amp total distributed and includes standard 120v gfci, 30amp 3ph or Hubbell pin and sleeve. Level 200 has two box configurations: 100amp total and 60amp total alternating every other box. The modes of distribution are respectively similar, but different in amperage. There is also 1-200-amp 480-volt 3 phase in the east main electric room loading dock level.

There is power in the ceiling for rigging and signage. The ceiling power is 30amp 3phase at every 30 feet and the plug pattern L21-30.

There are also 30amp 3phase wall outlets and data jacks on the walls throughout the entire public space. The pre-function areas also include 60amp floor boxes near the exterior walls and 100amp dedicated Hubbell pin and sleeve power distributed north and south on the interior walls.

Floor boxes should only be opened by an approved electrical provider or ACC Electrical team.

The balcony spaces also have 120v power and network data connectivity.

It is not required to line up the booths to an electrical grid; however, you run the risk of having a box in the middle of a booth or aisle where it may be inconvenient to access.

**NOTE:** All utilities come from floor boxes including air, gas, water, phone & internet.

### Arena

There is 1-100-amp, 2-200 amp, 2-200 amp 480-volt 3 phase services, all cam-lock, in the west service hall, and 2-400 amp 480 volt, 1-350 amp 120/208 volt services in the north entrance.



## ELECTRICAL – (CONTINUED)

### Arena Plaza

A majority of the power in the Arena Plaza is located on the east side and near the Reader board. In terms of power on the Arena Plaza, it is as follows:

- Eight 60amp Quelarc
- One 30amp 480v 3ph
- Five 30amp 3ph
- Two 100amp Hubbell pin and sleeve
- One 400amp 480v source on camlock

Please see your Event Manager for a map of the locations.

### Ballrooms

Each ballroom has 1–60-amp, 1-100 amp receptacle in the wall, and 8-30 amp receptacles in each Ballroom. Additionally, there are 5-100 amp and 2-400 amp show services that are all cam-lock in the service corridor. There is 1-200 amp 480-volt service located behind 303 D & 304 D.

### Grand Plaza

There are three different connectors for the Grand Plaza. The 50-amp hubs that are along the outside edges of the plaza are 120/208 3 phase. The Ocean Fountain located closest to the building includes (2) 100-amp 3 phase 120/208 receptacles and (2) 100amp 480 3phase receptacles. The Mountain Fountain located on the far east end of the Grand Plaza has (1) 100amp 480 3 phase receptacle. There is also 120v convenience receptacles located on either side the Grand Plaza next to each palm tree.

### Hall A

There are 12 load centers located on the catwalks: (8) have 2–200-amp services, (4) have 3-100 amp, and 4-200 amp services all cam-lock. There are 2–400-amp services and 1-200 amp 240-volt 3 phase 4 wire services. Each column has a 50-amp qual-ark receptacle.

### Halls B, C, and D

There are 12 load centers located on the catwalks: (8) have 2–100-amp, 1-200 amp 277/480 volt services and 2-100 amp, 1-200 amp 120/208 services, (4) have 2-200 amp 277/480 volt and 3-100 amp, 4-200 amp, 120/208 volt services with cam- locks. Each column has a 50-amp qual-ark receptacle.

### Hall E

There are (2) 277/480-volt busways that feed 3-200 amp posi-lock, and 8-100 amp Litton Veam receptacles. There are (8) 120/308 volt busways that feed 36-200 amp posi-lock services, all above the ceiling grid.

### Meeting Rooms

Each meeting room has 1-60 amp, 1-100 amp, and 2-30 amp receptacles in the room.

### Palm Court

The Palm Court has (2) 50 amp 120/208 qual-ark receptacles located at the north end of the Palm Court. In the hedge area, there is (1) 100 amp 122/208, and (1) 100 amp 480. There are also (2) 30amp 120/208 and 1-30 amp 480 v 30h located next to Box Office B.

### Wall Outlets

The ACC has wall outlets inside meeting rooms, exhibit halls, Arena, lobby spaces, and the Ballroom; however, all electrical needs should be communicated through your approved electrical provider.

### Electrical Guidelines

Please review the *Electrical Guidelines* located in the appendix to this guide.



## **ELECTRICAL – (CONTINUED)**

### **Electrical Installation**

All electrical equipment used for lighting, sound, exhibit equipment, or other effects must meet applicable National Electrical Code and ACC requirements. Electrical fixtures and fittings must be UL listed and so marked. The ACC reserves the right to withhold electrical power until any violation of the codes is corrected and the correction is approved by an ACC Electrician.

Use of latex cord wire in displays and/or use of duplex or triplex plugs are not permitted. The ACC reserves the right to inspect and approve or reject all electrical installations.

### **ACC Electrical Personnel**

The ACC reserves the right to require a stand-by ACC electrician if the ACC determines that the public safety needs of the event warrant such action. Stand-by services will be provided at Client's expense.

## **ELECTRONIC EXTERIOR READER BOARD**

The ACC has an electronic exterior reader board located on Katella Avenue that is used to display upcoming events. Events are displayed up to two (2) weeks prior to the event. The reader board can be customized with client generated graphics. Please see your Event Manager for additional information and stipulations.

## **EMERGENCY EVACUATION**

There are five (5) alarm zones within the ACC:

- Hall A
- Hall B/C
- Halls D/E
- Main Lobby, 2<sup>nd</sup> Floor, and 3<sup>rd</sup> Floor
- ACC North

If the system is triggered, there will be horns and flashing strobe devices, accompanied by an announcement in the alarm zone. The ACC requires the affected area(s) to be evacuated. Please move and have your staff move to the nearest emergency exit and follow instructions given by Convention Center personnel and/or security personnel.

Do not use elevators and escalators during an evacuation. Please move toward the emergency staircases located at each end of the building and in the middle section of the Lobby areas on Level 2 and 3.

In the event of an earthquake, please remain calm, be aware of your surroundings, and look around for any falling objects.

- If possible, seek shelter under a table, desk, or doorway "DUCK, COVER, AND HOLD".
- Listen for Security announcements over the public address system for instructions.
- Please note an evacuation may not be necessary.

## **EMERGENCY MEDICAL RESPONSE & REPORTING EMERGENCIES**

In the event of a medical emergency, ACC personnel will respond on the scene to access the emergency and provide assistance as needed. If the emergency is located in an exhibit hall, please reference the pillar letter/number, so that assistance can be expedited. The main lobby first aid office is located in Lobby B next to the Hall B entry doors. To report a medical emergency, please dial extension 8975 from any house phone.

## **EQUIPMENT**

Based upon availability, the ACC may provide equipment at the prevailing rates at the time of the event. Please consult your Event Manager to confirm pricing and inventory availability.

For general session meetings held in Exhibit Halls A-E in conjunction with a trade show or convention, a maximum of 2,000 chairs will be provided at no charge. For general session meetings held in ACC North in conjunction with a trade show or convention, a maximum of 6,000 chairs will be provided at no charge. Additional chairs will be charged a one-time fee. All other equipment for use inside of exhibit space, registration space or show management space on the exhibit floor is to be provided by the GSC.



## EVENT DIAGRAMS

It is the responsibility of the GSC to provide diagrams for all exhibit areas.

When the halls are used as exhibits, please note the following:

- A mandatory food service area and fire aisle as shown on the ACC's official floor plan must be maintained in front of these stands.
- Nothing should block/obstruct Anaheim Fresh (Arena Lobby), Eco Grounds (Lobby A, Lobby C & ACC North, 200 Level Bridge), and/or Anaheim Fresh Go (Lobby C).

Additionally, the GSC should provide diagrams for any other areas in which they are providing equipment and services as needed. AV providers and/or production companies are responsible for generating all other diagrams. The ACC does have room shells available in either *CAD DWG* or *PDF* format. Please contact your Event Manager to request these files.

Please note the following items as event diagrams are created:

- Ensure that the correct chair symbols are used appropriately. We have meeting room chairs (may also be noted as ballroom chairs in the CADs), fixture chairs, and Arena chairs. Please use the meeting room/ballroom chair symbol for all meeting rooms, all spaces in ACC North, and the ballroom. For general sessions in an exhibit hall, Grand Plaza or Arena Plaza, please use the fixture chair symbol. In the Arena, please use the Arena chair symbol. The correct stage size should be indicated on all diagrams as well.
- For theater style sets, we recommend no more than fourteen (14) chairs across, fourteen (14) rows back with a 36" back-to-back space between the rows. If you would like to increase spacing between chairs from the standard, please include the desired spacing dimension on all diagrams and discuss this item with your Event Manager. If your chair set-up requires more than fourteen (14) chairs per row, please see your Event Manager for additional information. Please maintain at least an eight (8) foot aisle for larger sets and at least a six (6) foot aisle for smaller meeting room configurations.
- For Arena diagrams, ADA seating **MUST** be located on the Arena floor as there are no elevators located in the Arena. Please indicate ADA seating on your diagram. We recommend at least 3% of your total seating for ADA patrons plus companion seating. Additionally, sound mixing stations placed inside of the Arena doors will need to maintain a clear aisle width of ten (10) feet on each side, a minimum of twelve (12) feet from the exit door and should not obstruct exit sign above exit doors.

### ACC Equipment & Standards:

- 66" rounds with ten (10) seats maximum per table. Per AFR specifications, banquet tables must be divided from the tradeshow area by a ten (10) foot aisle. Exception: Banquet tables placed within the tradeshow must be curtained off by a three (3) foot high drape and provided with 3-foot exit openings. Banquet tables will need to be placed at least fifty-four (54) inches apart. Travel distance to an exit aisle from a seated position shall not be more than thirty (30) feet. Vertical and horizontal aisles may be required based on the number of tables & layout. Tables should not be placed in front of any exit doors.
- As a standard, we use 8' x 18" tables for classroom style sets with four (4) chairs per table. White vinyl is used to cover these tables. Tables need to be placed fifty-four (54) inches apart and not less than thirty-six (36) inches from the wall. Vertical and horizontal aisles may be required based on the number of tables & layout.
- Staging - The ACC installs safety rails on all stage heights. All staging skirts are only available in black.

#### ACC North:

- 6' x 8' risers with heights of 18" – 30" (The risers will be set with a black deck unless carpet is requested.)
- 8' x 8' risers with heights of 48" – 72" (These risers can be changed in 6" increments and are only available with black deck.)

#### ACC South:

- 6' x 8' risers with heights of 18" – 42" (The risers will be set with a black deck unless carpet is requested.)
- 8' x 8' risers with heights ranging from 48" – 72". (These risers can be changed in 6" increments and are only available with black deck.)

All equipment is subject to availability. Please contact your Event Manager to confirm equipment availability.



## EVENT ESTIMATE, EVENT REQUIREMENTS, STAFFING, AND SCHEDULE

Client will be provided with an event estimate that outlines all anticipated ancillary expenses. The event estimate will be created based on Client Event Requirements and may change as event requirements change. If your event requirements are not received, then an estimate will be generated and is due as specified in the Agreement. The ACC requires that all estimated expenses are paid in advance of the event as specified in the Agreement. The ACC accepts company, cashier or personal check, wire, or electronic funds transfer. The ACC estimate does not include expenses for our in-house service providers. All in-house providers such as Catering Services, Production Services, and Technology Services have separate contracts and payment schedules.

Event Requirements (client's chronological schedule, operating hours, estimated daily attendance, room set -up information, list of client contractor's/staff, authorized signers, diagrams, shuttle schedule, and other pertinent event information) will be provided by the client no less than thirty (30) days prior to the first move-in day of the event.

At client's expense, the ACC may require event related staffing, including but not limited to, security, ushers, crowd control, medical services personnel, and fire watch personnel. All event requirements must be coordinated through your Event Manager and approved by ACC Management.

## EVENT SECURITY

Appropriate security coverage must be provided for events. The ACC requires a minimum of one (1) crowd control/security personnel per five hundred (500) attendees. Depending upon the type of event, additional security may be required. The ACC will have the right to determine the minimum level of security required for each event.

For all events at the Anaheim Convention Center requiring event security, client has the option to hire ACC Crowd Control or any registered (i.e., current PPO License) security company of their choice.

Please see *Event Security Guidelines* for additional information.

## EXCLUSIVE SERVICES

**Armed Security Services:** City

**Fire Watch:** ACC & City

**Food and Beverage:** ARAMARK Sports and Entertainment (Catering Services)

**Internet, Data, Voice, Television, and Networking Services:** Smart City Networks (Technology Services)

**Medical Services:** ACC

**Rigging (in designated areas):** Encore (Production Services)

**Ticket Taking:** ACC

**Traffic Control:** City

## EXHIBITS: EXCLUDED AREAS

All areas of the ACC are not available for the set-up of exhibits. Prior approvals by ACC management and Anaheim Fire & Rescue must be obtained in advance. Areas include, but are not limited to, lobbies, courtyards, and areas in front of permanent concession stands, Box Office locations, Anaheim Fresh (food & beverage outlet located in the Arena Lobby), and Anaheim Fresh Go (Lobby C).

It is the responsibility of Client to provide protection for floor coverings, walls, doors, signage, etc. in the affected areas. Please consult your Event Manager for clarification on these requirements.

## EXHIBITOR SERVICE KIT INFORMATION

We request that the following forms be placed in all exhibitor kits: Anaheim Fire & Rescue Exhibitor Information, Catering Services order form, Technology Services form, and Production Services order form (provided that Encore is the selected AV provider).



## FILMING FEE/FILMING PERMIT

If any part of the event is filmed or broadcast for commercial purposes, Client will be subject to a filming fee. A film permit may be required through the City of Anaheim as well as a City of Anaheim business license. Fire standby may be required for on-site filming. Please consult your Event Manager for additional details/requirements.

### Electronic Reproduction

The City reserves the right to bill a location fee for radio and/or television broadcasting, live television, recordings, or streamed internet feeds in connection with performances staged at the Facility.

## FIRE REGULATIONS/FLOOR PLAN SUBMITTALS

### Permit

A permit is required to conduct a trade show. A "trade show" is defined as any show, display or exhibition containing more than (10) ten tables or booths for the display or sale of goods and services. General sessions, breakout sessions, banquets, and events require a permit and floor plan submittal when it is outside the standard set-up of the facility or it includes the following criteria:

- Exits or aisles are obstructed by screens, walls, risers, audio-visual equipment or drape higher than 8' feet
- Use of indoor pyrotechnics, cold spark devices or open flame performances

### Floor Plan Requirements

All exhibit areas over 30,000 square feet must have 10-foot minimum aisles, and a minimum of (4) vertical and (4) horizontal through aisles (front to back and side to side) in each space unless otherwise approved by Anaheim Fire & Rescue. Shows less than 30,000 square feet and closed to the public must have 8-foot minimum aisles. If columns are included in the aisles, the aisle must be the required width plus the width of the columns. (approximately 13').

Plans must be submitted for review **BEFORE BOOTH SPACE IS SOLD** and a minimum of **THIRTY (30) DAYS** prior to the event and must be accurately scaled, showing size and location of all aisles, exits, exhibits, hard-walls, curtains or drape, banquet set-ups and registration areas. All fire equipment, including fire extinguishers, fire alarm devices and fire department connections, must not be concealed or obstructed and must be shown on the floor plan.

Email submissions for the ACC are permitted by request and is determined based on the size of the show and layout. All emailed submissions must include all aisle width measurements listed large enough to read when printed (8 – ½ x 11 or 11 x 17). Floorplans exceeding 150,000 square feet may require submittal of (8) hard copies. Hard copy plans need to include a pre-paid envelope for their return and include the floorplan submittal application, a check made payable to the City of Anaheim or a request to make payment via credit card.

**Submit plans to:** Anaheim Fire & Rescue, Attention: Tradeshow Inspector or [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net), 201 S. Anaheim Blvd., Suite 300, Anaheim CA 92805. Email submissions will require payment online via Visa, Mastercard, or Discover Card once your application is processed by Anaheim Fire & Rescue.

### Floor Plan Review Process

Plans are reviewed in the order received after payment is made. A minimum of (2) weeks is required for plan review. Plans submitted for the Anaheim Convention Center require review by Anaheim Fire & Rescue and the facility, so please allow additional time for review. Plans submitted less than two weeks from the show date may incur additional expedite fees. A copy of the approved floor plans by Anaheim Fire & Rescue must be kept on the show site.

### Floor Plan Review Fees

**Floor plan Review fees are due upon submittal of plans.** Floorplan review fees are based on the total square footage of the room(s), hall(s) or ballroom(s) being used. Total trade show and event footage includes all tabletops, schoolroom seating, exhibit space, theater, general session, and banquet seating. A floorplan submittal application and fee is required for each hotel, facility, or venue. Breakdown of fees include plan review and inspection times as listed below.



## **FIRE REGULATIONS/FLOOR PLAN SUBMITTALS – (CONTINUED)**

### **Booth Requirements**

All exhibit booths must be constructed with non-combustible or limited-combustible materials. Wood booths that are ¼ inch thick or greater are not required to be flame treated. Cardboard structures or walls must be flame retardant and a California State Fire Marshal flame resistant certificate must be provided. Covered ceiling structures or enclosed rooms, including tents with sidewalls must have one smoke detector placed on the ceiling for every 900 square feet.

Electrical appliances and cords must be U.L. approved. Hardback booths must be at least 9 inches from the rear booth boundary line. Gas appliances must be A.G.A. approved. All temporary electrical wiring must be accessible and free from debris and storage materials.

### **Fire Equipment: Exhibit Halls, Meeting Rooms & Lobbies**

Storage, booth construction, easels, chairs, and signage must not block access to any fire/life safety equipment and must not impede exit access, exit doors or aisles. Fire equipment, fire strobes, fire speakers, fire signage and fire extinguishers must not be concealed and must always remain visible and unobstructed.

### **Storage**

Literature and product handouts must be limited to reasonable quantities. Reserve supplies must be kept in closed containers and stored in a neat and compact manner. No more than a 1-day supply of combustible storage is allowed beneath tables and in storage rooms. No storage of any kind will be allowed outside your booth space, behind curtains, walls, or on electrical.

### **Decorative Materials & Foam Padded Furniture**

All drapes, decorative fabrics, netting, faux succulent/plant/flower/grass walls or faux boxwood hedges, canvas tents, canopies, awnings, curtains, straw, hay, inflatables, cardboard display walls/furniture, bean bags, fur or carpeted walls and decorative materials that are used for booth separation or decorative purposes are required to be flame resistant. A copy of the California State Fire Marshal flame resistant certificate must be provided to Anaheim Fire & Rescue prior to show opening. If at any time it is determined that the material or product is not flame retardant, the materials must be removed prior to show opening. Foam padded furniture, such as chairs with foam padding, couches, ottomans, and armchairs must meet TB 117 flame retardant requirements in sprinklered areas. Foam padded furniture in unsprinklered areas must meet TB 117-2013 flame retardant requirements.

### **Cooking Appliances**

Operation of any electrical cooking appliances, i.e., ovens, stoves, grills, hot plates, tabletop-deep fryers, skillets, etc. and all demonstrations using these appliances must be placed in the rear of the booth away from the public or be protected with a clear plastic shield or barrier to prevent splatter or contact with the heating element by the customer. One serviced and tagged, (2A:10BC or K) fire extinguisher must be provided inside booth for all deep fryers. An Exhibitor Permit is required for the use of propane, butane, commercial/free standing deep fryers, carbon dioxide and nitrogen used for food or beverage dispensing. **These requirements do not apply to microwave ovens, coffee pots, electric tea kettles, rice cookers, slow cookers, instant pots, electric air fryers, popcorn wagons or sterno used with chaffing dishes.**

### **Candles**

Use candles for sale in booth space must be securely supported on a substantial non-combustible base and be located to avoid danger of ignition of combustible materials or tipping over. The candle flame must be protected by a non-combustible container.

### **Helium**

Helium cylinders must be secured to a fixed object with one or more restraints, or a mobile device designed for the movement of compressed gas containers at all times.

### **Vehicles**

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display, must have batteries disconnected and a maximum of 1/4 tank of fuel. The gas cap must be locked or sealed with tape. Batteries in electric vehicles must be rendered inoperable by manual disconnect or other approved methods. Ignition keys must be labeled and kept on site at all times. Contact the Tradeshow Inspector for alternative fueled vehicles.

Floors under vehicles must be adequately protected from any leakage, spillage, or any other type of potential damage.



## **FIRE REGULATIONS/FLOOR PLAN SUBMITTALS – (CONTINUED)**

### **Heat-Producing Equipment & Machinery**

Operation of any welding equipment, soldering device, etcetera, requires protection around equipment so it will not cause injury to the public during demonstration. All items must be placed on a non-combustible surface. Approved welding screens will be required for welding equipment. **An Exhibitor Permit is required for compressed gas, natural gas, propane, butane, and open flame.** Operation of any electrical, mechanical, or dust-producing equipment, which incorporates moving parts or could cause injury to the public require protection around machinery for the viewers' protection if safeguards are not currently in place. **This does not apply to normal electrical appliances such as lamps, computers, radios, etc.**

### **Fireplaces**

All appliances must be U.L. approved and a protective screen must be provided in front of the fireplace if used with natural gas or gel fuel cans. A maximum of two 13-ounce gel fuel cans per fireplace may be used. Natural gas connections provided at the Anaheim Convention Center must be conducted by a licensed plumbing contractor and an Exhibitor Permit is required. See Exhibitor Permit section for the use of propane or natural gas.

### **Permits – See AFD Exhibitor & Event Specifications & Requirements**

A permit is required for any of the following at least (14) days prior to show opening:

- 1.) Propane or Butane
- 2.) Compressed Gas, Carbon Dioxide, Nitrogen, Liquid Nitrogen or Hazardous Materials
- 3.) Flammable or Combustible Aerosols/Liquids
- 4.) Open Flame
- 5.) Two-Story Booths (one or more staircases)
- 6.) Special Effects/Sparkular/Cold Spark Devices/Fireworks

### **Two-Story Booths (One or More Staircases) - Plans are reviewed for fire requirements only, not structural stability**

Submit stamped drawing by a California Licensed Structural or Civil Engineer. Stamped drawings must provide the following information: live load per square foot, square footage of the second floor (or any floors above floor level), the width of each staircase. Additional information and conditions may be required for booths with 2 or more staircases. Submit a rendering of the entire booth space including any doors, walls or room separations or setups on the upper levels. The staircase walking surface must be a minimum of 36 inches wide (no exceptions). Engineered stamped drawings are valid for a 2-year duration or expiration date noted by engineer. Please contact [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net) for more information. Booths that do not have approval from Anaheim Fire & Rescue must not be occupied or have storage on the second floor. Build on site must match measurements provided. If measurements are found to be inaccurate during onsite inspection, the permit may be revoked.

### **Special Effects/Sparkular/Cold Spark Devices/Fireworks**

The use of pyrotechnics in the City of Anaheim requires a license from the California State Fire Marshal's Office and fireworks permit from Anaheim Fire & Rescue. For more information, please contact [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net)

See the AFR website for all information or appendix: <https://anaheim.net/3394/Tradeshows-Special-Event-Information>



## FLOOR LOADS

Floor loads must be adhered to throughout the facility.

Below are the floor loads for ACC:

Slab on Grade (Exhibit Halls A, B, C & E)	350 PSF	Unreduced
Framed Floor (Exhibit Hall D)	250 PSF	Unreduced
Arena	Unlimited	
Meeting Rooms & Ballroom	100 PSF	Unreducible
Corridors & Lobbies	100 PSF	Unreduced
Mechanical Areas	100 PSF	Unreduced
Elevator Machine Rooms	150 PSF or equipment wt. + 40 PSF	Unreduced
Roof	20 PSF	Reducible
Mezzanine Office	80 PSF + Partition	Reducible
Storage Offices	125 PSF	Unreducible
2 <sup>nd</sup> & 3 <sup>rd</sup> Floor Terraces	100 PSF	Unreducible

The typical floor beams spanning thirty (30) feet, running east to west, carrying a tributary width often ten (10) feet, (that is to say five (5) feet to either side of the beam) for a total area equal to three hundred square feet (300 s.f.) were designed for a live load of three hundred pounds per square foot (300 PSF).

The typical floor girders spanning sixty (60) feet, running north to south, and carrying a tributary width of thirty (30) feet (fifteen (15) feet to either side of the girder) for a total area equal to one thousand eight hundred square feet (1,800 s.f.) were designed for a live load of two hundred and fifty pounds per square foot (250 PSF).

Any floor loading outside of this general description will have to be submitted to Brandow & Johnston (213) 596-4500 for an individual evaluation. These figures are the closest that they will come to a maximum load-to-area ratio.

### ACC North

100 Level	350 PSF
200 Level	250 PSF or HS15-44 axle load
Pre-function Space	100 PSF
Service Corridors	125 PSF
Bridge Connection	100 PSF
Parking Levels	40 PSF
Roof	20 RSF (Reducible)

Please also see the ACC Floor & Rigging Loads document for additional information.

### Arena Plaza & Grand Plaza

Arena Plaza	12,000 PSF (83 psi)
Grand Plaza	12,000 PSF (83 psi)



## FLOOR LOADS – (CONTINUED)

### Point Loads – Arena Plaza & Grand Plaza

Maximum Load (lbs.)	Application Area	Steel Plate Thickness
2,800	6" x 6"	½"
7,000	9" x 9"	½"
12,000	12" x 12"	¾"
24,000	18" x 18"	¾"
37,000	24" x 24"	1"
50,000	30" x 30"	1"

## FLOOR PROTECTION

- Reinforced visqueen must be used to create a path for all equipment when rolling handcarts, show boxes, electrical carts, hand pulled pallet jacks, and etc. **Carpet protection is required whenever equipment is moved.**
- When heavy mechanized lifts (forklift, scissor lift, motorized pallet jack, etc.) are used, there must be a path of reinforced visqueen covered by masonite in place. In lieu of reinforced visqueen & masonite, the product Cover Guard Temporary Surface Protection, Diamond Plate - Model #CG 4036 DP may be used. Please note that the edges must be taped down to avoid any trip hazards and the product must be well kept.
- When any type of counters/kiosks (such as Registration, Help, and Info) are placed on terrazzo flooring, there must be carpet underneath the entire structure or underneath the feet of each unit (with appropriate painter's tape to protect the terrazzo surface).
- Exterior Areas: When using heavy mechanized lifts, a path of masonite must be in place. Additionally, all boom lifts must have a diaper in place to mitigate any oil leaks. Please also see the *Grand Plaza Guidelines* for additional information regarding this space.

\*\*The ACC does not permit the use of sticky visqueen in ANY areas including the exhibit halls.

NOTE: Visqueen or masonite is not available for purchase or rent.

## FOOD AND BEVERAGE

ARAMARK Sports and Entertainment Services (Catering Services) is the exclusive food & beverage provider and they have a wide variety of menu options available. The distribution or sale of food or beverage from sources other than Catering Services is prohibited without the express written permission of Catering Services. Additional stipulations may apply with respect to portion size, relevance to exhibit, etc. If permission is granted, the Orange County Health Care Agency may require that a health services fee be paid for each booth that intends to sell or give away food or beverage samples. A valid Food Handler's permit may also be required. Please contact the Orange County Health Care Agency at 714-433-6000 for additional information and to confirm their requirements.

Permanent food and beverage stand areas may not be used for any purpose other than Catering Services sales. In addition, a mandatory food service area and fire aisle as shown on the ACC's official floor plan will be maintained in front of these stands. The areas in front of the concession stands, Anaheim Fresh (food & beverage outlet located in the Arena Lobby), and Eco Grounds (outlets located in Lobby A, C & ACC North 200 Level Bridge) are reserved for exclusive use by the ACC. The ACC reserves the right to authorize the use of these areas if alternative food service space is provided and Catering Services is compensated for any costs incurred together with any loss of revenues resulting from the closing of these areas. (See also Exhibits: Excluded Areas.)



## FREIGHT DOORS

Freight door dimensions are as follows:

ACC NORTH	
100 Level: East OH Coiling Door	119.5" high x 172" wide
100 Level: West OH Coiling Door	119.5" high x 158" wide
ACC SOUTH	
Arena R3 Outer Door	18' high x 13' wide
Arena R3 Inner Door	16' high x 14' wide
Arena R4 Outer Door	15' high x 13' wide
Arena R4 Inner Door	16' high x 14' wide
Hall A – Door A-1	21' high x 39' wide
Hall A – Door A-2	13' 10" high x 20' wide
Hall B – Door B1 NORTH	24'-11" high x 19' 5" wide
Hall B – Door B2 SOUTH	25' high x 19' 4" wide
Hall C – Door C1	21'-4" high x 17'-11" wide
Hall C – Door C2 NORTH	20'-11" high x 19'- 4" wide
Hall C – Door C2 SOUTH	21' high x 19'- 5" wide
Hall D – Door D-2	18' high x 17' wide
Hall D – Door D-3	18' high x 19' wide
Hall E-1 Door	14'-1" high & 20'-1" wide
Hall E-2 Door	14'-1" high & 17'-4" wide
Hall E-3 Door	14'-1" high & 19'-11" wide
Hall E-4 Door	14'-1" high & 15'-11" wide
Hall E-5 Door	14'-1" high & 21'-3" wide
Hall E-6 Door	14'-1" high & 18'-1" wide

## FREIGHT ELEVATORS

There are two (2) freight elevators located at the ACC South. The *interior* freight elevator, elevator #3, runs between Hall E and the 3<sup>rd</sup> floor ballroom/meeting room level. This elevator is the sole method of transporting equipment to the 2<sup>nd</sup> & 3<sup>rd</sup> levels. It is intended for the non-exclusive use of clients, contractors, ACC staff, and service partners. The *exterior* freight elevator, elevator #1, operates between the Hall D and the Hall E loading docks ONLY.

Freight elevators should not be held for any period of time. When in use, the ACC will have an operator in the elevator at all times.

### General Service Contractors (GSCs)/AV Companies

Please ensure that the Event Manager/Crowd Control Supervisor has the dates/times for move-in and move-out, so that elevator operator coverage may be scheduled appropriately.

Elevator specifications are as follows:

#### Elevator #1 (Exterior- Hall D and Hall E Loading Docks Only)

Exterior Freight Elevator Door	12' High x 10' Wide
Exterior Freight Elevator	13' 4" Deep x 10' Wide
Maximum weight load	12,000 pounds



## FREIGHT ELEVATORS – (CONTINUED)

### Elevator #3 (Interior- Hall E Corridor to Meeting rooms/Ballroom Levels)

Interior Freight Elevator Door	9'5"3/8 High x 10'11" 15/16 Wide
Interior Freight Elevator	18'2"3/16 Deep x 10'11" 15/16 Wide
Maximum weight load	12,000 pounds

There are two (2) freight elevators located in ACC North:

### Elevator #14

Freight Elevator Door	13' wide x 7' high
Freight Elevator Cab Size	155 ½ " wide x 187" deep
Maximum weight load	12,000 pounds

### Elevator #15

Freight Elevator Door	12-8" wide x 7-11" high
Freight Elevator Cab Size	156" wide x 106" deep
Maximum weight load	12,000 pounds

## GENERAL SAFETY INFORMATION

The ACC is committed to maintaining high safety standards at all times.

Please note the following:

### Bikes/Skateboards/Razor Scooters/Electric Scooters

Bikes, skateboards, razor scooters, and electric scooters are only permitted inside the exhibit halls during move-in/move-out. Please ensure that workers are conscientious of their surroundings when using a bike, skateboard, or razor/electric scooter in the exhibit hall and/or loading dock areas.

### Cart Operations

The ACC does not permit electric carts to be driven through pedestrian doors. As with forklifts and boom lifts, drivers should be aware of their speed and all activity within the exhibit halls and in the loading dock area. Carts are not permitted to be plugged in for the purpose of charging inside of the facility. **No carts are permitted in the courtyards or on city sidewalks around the perimeter of the facility.**

### Cord Placement/Cable Ramps/Floor Boxes.

All cables and/or wires must be safely taped down or covered with a cable ramp to avoid any hazards. The ACC does have a limited supply of cable ramps available for rent. When used, the floor boxes in ACC North must be completely closed to prevent any tripping hazards.

### Forklift/Boom Lift Operations

Forklift drivers should always wear their seatbelts. Additionally boom lift operators should have harnesses on at all times. Drivers should also be cognizant of their speed in the halls and in the loading dock areas. We want to ensure pedestrian safety at all times. There are no propane lifts permitted on the 2<sup>nd</sup> or 3<sup>rd</sup> levels. Lifts are not permitted to be plugged in for the purpose of charging inside of the facility. **Lifts are not permitted on city sidewalks around the perimeter of the facility.**

### Hover boards

Due to safety concerns, hover boards are not permitted on property.

## HAZARDOUS MATERIAL AND WASTE

Client is required to comply with any statutes, ordinances or regulations regarding the use, handling, storage and disposal of hazardous materials or hazardous wastes as defined in Federal, State and Local Law. Client will notify the ACC of the name and location of any such materials.



## HAZARDOUS MATERIAL AND WASTE – (CONTINUED)

Client will ensure that any hazardous materials, hazardous wastes and / or infectious medical wastes as defined in the California Health and Safety Code are properly disposed of. If any such materials are left behind after move-out, Client will be held responsible for paying all costs of disposal, including analysis and testing.

## HAZE AND PYROTECHNICS/COLD SPARK EFFECTS

The use of haze and/or pyrotechnics/cold spark effects at the ACC must be pre-approved by both Anaheim Fire & Rescue and ACC. Only water-based haze may be used. Additional ACC staffing for a fire watch & system monitoring will be required with the use of haze and/or pyrotechnics.

Pyrotechnics and special effects including Sparkular or cold spark effects requires a license from the California State Fire Marshal's Office and a Fireworks Permit from Anaheim Fire & Rescue. Fire standby through AFR will be required. Please contact [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net) for more information.

Please notify your Event Manager at least (30) days prior to the event regarding any haze and/or pyrotechnics requests.

## IN-CONJUNCTION WITH EVENTS (ICWS)/AFFILIATE EVENTS

The ACC requires that all In-Conjunction with Events (ICWs) are managed by the client and all ICWs/affiliate event requirements be included within a client's overall Event Requirements. The ACC is unable to bill ICW's separately from the client's bill; however, our service providers (Catering Services, Technology Services and Production Services) can provide separate billing to these entities.

## INSURANCE

### Event Insurance

Please refer to Section 7 (INDEMNIFICATION) and Section 9 (INSURANCE) of the Lease Agreement for our minimum requirements. The City reserves the right to impose stricter indemnification and insurance requirements for exhibits and/or occupancies which have elements of risk which would not normally be allowed. Please consult your Event Manager for clarification.

Please email Theresa Ave with all insurance certificates/endorsements at: [tave@anaheim.net](mailto:tave@anaheim.net)

### General Service Contractor (GSC) Insurance

An optional insurance certificate is requested for general service contractors (GSC). In addition to the insurance certificate, an insured endorsement should be provided as well. The endorsement should read: *The City of Anaheim, Community Center Authority, Anaheim Union High School District (AUHSD) and their respective officers, agents, employees, representatives, and volunteers are additionally insured.*

The certificate holder box on the certificate should read:

City of Anaheim/Anaheim Convention Center  
800 West Katella Avenue  
Anaheim, CA 92802

Please email Alejandra Magdaleno with all GSC in certificates at: [amagdaleno@anaheim.net](mailto:amagdaleno@anaheim.net)

## INTERNET, DATA, VOICE, TELEVISION, AND NETWORKING SERVICES

Smart City Networks (Technology Services) is the exclusive data provider for the ACC. Their services include Client and exhibitor telecommunication services, voice, data, internet, networking/custom configuration services, cable TV, and connectivity to such services. Cable pulling is exclusive to Smart City Networks as well.

Currently, the ACC features a state-of-the-art Cisco powered data network throughout the exhibit halls, meeting rooms, and common areas. Smart City's Local Area Network is fully redundant with multiple fiber optic uplinks between edge gear and core equipment. Smart City's Wide Area Network has fully redundant 10 GB circuits to the internet.

Private VLAN services, dedicated, and shared wired internet services as well as 802.11 AC high density wireless network services with speeds up to 10 Gbps can be provided.



## **INTERNET, DATA, VOICE, TELEVISION, AND NETWORKING SERVICES – (CONTINUED)**

Copper & fiber connectivity to connect multiple spaces within the Convention Center, including connectivity to the Anaheim Hilton & Anaheim Marriott Hotels is also available.

Additionally, single & multi line telephone services, digital and high-definition cable television services, and local cabling within exhibit spaces & meeting rooms is available as well.

### **ACC North**

- 10 Gig Back Bone with a 10 Gig backup
- High density Cisco wireless
- Gigabit backbone
- Cisco Gigabit switches
- Fiber optics on a 30X30 grid on each floor
- All cabling is Cat6

### **WI-FI**

The ACC offers complimentary Wi-Fi throughout the building, Arena Plaza, and Grand Plaza. The speed is 1.5 Mbps.

## **KEYS/ROOM RE-KEY**

### **Keys/Room Re-Key**

The ACC offers up to five (5) complimentary regular keys per meeting room. Additional keys are available at the prevailing rate. All keys are due at the end of the event and fees will be applied for any unreturned keys.

### **Room Re-Key**

There are up to five (5) complimentary re-keys for meeting rooms provided for show offices. Any additional re-key requests are available at the prevailing rate.

### **General Service Contractors and/or Other Service Providers**

Please return all keys at the end of the event. For General Service Contractor's working back-to-back shows at the ACC, please do not keep keys issued for a specific show through another show. There is a charge for all unreturned keys and/or the replacement of any high security cylinders.

## **LACTATION ROOMS**

There are two (2) lactation rooms available at ACC South: room 109 located in Lobby A and room 127 located in Lobby D. There is (1) lactation room located at ACC North on the Plaza Level.

## **LICENSES, TRADEMARKS, PATENTS, AND SERVICE MARKS**

Client is required to obtain any and all licenses and assume all costs arising from the use of trade names, patented, trademarked, copyrighted or service marked materials, equipment, devices, processes, dramatic performance, artistic rights or other intellectual property rights used on or incorporated in the conduct of the Event (collectively, "Intellectual Property Rights"). Client will indemnify, defend (at the City's option) and hold the City and the City's INDEMNIFIED PARTIES harmless from all damages, costs, and expenses in law or equity for or on account of the use of any Intellectual Property by Client or its contractor(s), exhibitors, performers, agents or employees (collectively, "Client's Designees") in connection with the Event, including any claim that Client and/or Client's Designees infringes on the Intellectual Property Rights of a third party.

## **LIGHTING**

### **Standard Operating Hours**

The standard operating hours for house lighting personnel is 7am-11:30pm each day. For events beginning at 7am or earlier and/or extending past 11:30pm, personnel will be required at the prevailing rates (referred to as early/late electrical calls).

Lighting levels must be safe at all times. Your Event Manager will work with you to determine the necessary lighting level.

### **ACC North**

During move-in/out, minimal LED lighting will be provided at no charge to Client. The ACC will provide LED lighting giving eighty (80) foot candles of light during all Show Hours on each show day at no additional charge. LED lighting during all other operating hours and for early/late electrical calls will be provided at Client request and expense.



## **LIGHTING – (CONTINUED)**

### **ACC North - continued**

Please note the following:

- LED dimmable lights are available throughout the space.
- Lights can be disabled individually as a preset function.
- Lights that are turned ON in a partitioned space can be dimmed from OFF, 20%, 40%, 60%, 80% and 100%. Lights that have been turned OFF do not have a secondary dim up feature; they simply remain off.
- Lobby lights are not adjustable.
- Labor charges may apply for light programming. There is a minimum two (2) hour labor charge per current rates. Please check with your Event Manager.

### **Arena**

During move-in/out, fluorescent work lighting will be provided at no charge to Client. The ACC will provide metal halide sports lighting during Show Hours on each show day at no additional charge. Metal halide lighting during all other operating hours and for early/late electrical calls will be provided at Client request and expense.

There are two (2) lighting systems available. The first consists of T5 High Output Fluorescent lighting. The second is a TV quality 1500 watt metal-halide sports lighting mounted in the overhead arch and is designed to concentrate in excess of 100-foot candles on the floor.

There are eight (8) spotlights available for rent in the Arena: four (4) are available in the high ceiling and four (4) are available in the terrace level. Please note that Encore personnel will provide the labor to operate these lights. Please contact them to inquire about labor pricing. Additionally, there is a daily usage fee for each light. A Clear-Com System is available in these spotlight locations and subject to a fee as well. Our dry line system can also be used to tie in your own Clear-Com. Please contact your EM for additional information.

There is ambient dimmable lighting on the terrace level.

### **Exhibit Halls**

During move-in/out, fluorescent work lighting will be provided at no charge to Client. The ACC will provide metal halide show lighting during all Show Hours on each show day at no additional charge. Metal halide lighting during all other operating hours and for early/late electrical calls will be provided at Client request and expense. These lights are not dimmable.

If specific lighting is needed in the Exhibit Halls for a general session or over a booth, please notify your Event Manager. Light removals are available for a fee.

### **Meeting Rooms/Ballroom**

All meeting rooms have fluorescent and incandescent lighting.

### **Follow Spotlights**

All ACC owned follow spotlights must be operated by Production Services personnel.

### **Light Dimmers**

Portable light dimmers for the incandescent lights are available in the meeting rooms on the 2<sup>nd</sup> and 3<sup>rd</sup> Levels of ACC South. In ACC North, iPads are used to control light settings. Any light dimmers/iPads provided must be returned at the end of the event. If not returned, the Client will be billed for any replacement charges.

### **ACC Electrical Personnel**

A stand-by electrician is needed in the Exhibit Halls when all house lighting is turned off during event hours.

In the Arena, with a stand-by electrician, a majority of the house lights will be turned off during event hours. There is still a minimal amount of house lighting required (even with a stand-by electrician).

Stand-by electrician hours will be billed directly to the client. A stand-by electrician may also be needed if multiple changes to house lights are required.



## LOADING DOCK USE/DOCK OPERATIONS

There are forty-four (44) docks available for loading/unloading equipment at the ACC. Docks are utilized based on contracted space and event need. GSC's are required to submit their dock needs, truck arrival timing, staff arrival timing, and move-in/move-out plans in advance for planning purposes.

ACC docks are non-exclusive except for docks #31, #32, and #38. Docks #31 and #32 are utilized for 2<sup>nd</sup>/3<sup>rd</sup> level move-in activity; while, dock #38 is exclusively reserved for facility use. After move-in/move-out, trucks unloading/loading in Docks #31 and/or #32 must be relocated to another location or removed from property. The GSCs may work with the Event Manager or Parking team regarding special requests for docks.

The freight address for the ACC is 1850 S. West Street, Anaheim, CA. 92802. For events at ACC North, the address is 800 West Katella Avenue, Anaheim, CA. 92802.

### Hours of Operation

The standard hours of operation for ACC parking lots are 6:00am – 6:00pm. If access is needed before or after the standard hours, a request will need to be made to the Parking Department.

### Crate Storage/Lift Storage Locations

There are two (2) designated crate storage locations on the west side of the facility. The first location is on the east end of Car Park #6 and the second location is in the Hall D Apron area located directly behind Hall D (requires approval based on space availability). Crates, forklifts, boom lifts, and scissor lifts may be stored in this area. Please label your lifts and remove your propane tanks. Tanks should be secured into the lockable storage unit away from the building as noted below. Parking and/or staging is prohibited in these areas.

### Propane Storage

Propane storage is located in the crate storage area which is located on the east side of Car Park #6. At the end of each day, propane should be removed from each lift and placed into the lockable storage unit. Propane storage must be placed at least twenty (20) feet away from the building. Arrangements for pickup & drop off this equipment is the responsibility of the GSC.

ACC North: There is no propane storage permitted.

### Marshalling

There is no standard designated marshalling area on ACC property. Depending upon ACC event activity and use, Car Park #5 and/or a portion of Car Park #7 may be requested for use to marshal trucks during move-in/move-out only upon approval by the ACC Parking Department. No truck marshalling is available on show days. There is no guarantee that Car Park #5 and/or Car Park #7 can be used for marshalling purposes. Security will not permit trucks into the parking lot outside of the standard hours unless prior arrangements have been made with the Parking Department.

### ACC North

- Truck Cabs: Sleeper CABs are not recommended due to the required turning radius of the trucks for dock access. Yard Dogs can be utilized and a day CAB may work as well. All semi-trucks can only move-in/move-out through the ACC North docks.
- Storage: There is no storage in ACC North.
- Hotel Way: The ACC will require the General Service Contractor (GSC) to provide personnel at the entrance to the dock area on Hotel Way during all move-in & move-out hours. Staging and/or line-up on Hotel Way is prohibited at all times.
- There are six (6) dock spaces that are accessible via Hotel Way. Docks are non-exclusive and must be shared between ACC North 100 level & 200 level.

### Level 5 Ramp:

- At this time, GSC's will not be able to rent this level for exclusive use; however, staging may take place on a case-by-case basis with approval from the Event Manager. There may be a cost associated with this request.
- Please note that no semi-trucks are permitted on the Level 5 Ramp. Box trucks may be allowed with approval, but nothing over 15 tons. Forklifts that are used on the 200 level would need to be brought up to this level via the ramp.
- There is no height restriction for the ramp; however, the weight load is 250 PSF.
- Please notify your Event Manager if your event will need to use the 200 Level freight doors for move-in.
- POVs: Please see the *ACC North - POV Move-in & Move-out* document located in the appendix of this guide.



## LOBBY FURNITURE

To support networking opportunities, the ACC has lobby furniture located throughout the lobby areas for your guests to use. This furniture is not available for client use.

## LOST AND FOUND

The ACC maintains a general lost/found area at the Guest Services desk located in the Administration office. To check on a lost item, please call (714) 765-8950. You may also contact your Event Manager and/or Duty Manager.

## MAINTENANCE

Maintenance hours vary. For special requests, there may be a maintenance personnel fee. If you have a specific request, please consult your Event Manager.

## MEDICAL SERVICES

In the interest of public safety, the ACC requires Medical Services personnel. First aid locations will be staffed by first aid personnel at ACC's discretion. Please note the following requirements:

### Event Days

Medical services personnel are required for all event days with an anticipated attendance of three hundred (300) or more people. Personnel will be assigned to begin no later than thirty (30) minutes prior to the show's opening to attendees or exhibitors, whichever comes first, and will remain on duty after the event is over and until ACC Management is satisfied that the area has been cleared of attendees.

A minimum of one medical services personnel is required, but additional personnel may be requested by Client.

### Move-In & Move-out Activity

For move-in/move-out activity, medical services personnel are recommended.

Additional staffing requests should be made at least fourteen (14) days prior to the requested date.

### Note:

It is the ACC's decision with respect to the number of required medical services personnel and designated first aid locations that will be used. This determination will be based upon the projected attendance of the event, the space, or spaces to be used, any history of medical calls for the event (if any), and any specialized event or event activity where the risk of injury is increased.

## MERCHANDISE FEES

The City reserves all rights to non-food concessions as listed within the Client contract; including but not limited to novelties, souvenirs, tapes/records, books, DVD/Blu-ray/Recordings, clothing, programs, and/or any other items that are sold onsite by Client, or their designated vendor(s) that showcase a specific event date(s) or a specific location(s). The City may be entitled to twenty percent (20%) of the total gross sales (after state sales tax have been deducted). Client is required to provide an official sales report to the Event Manager and Box Office Manager within seventy-two (72) hours of the close of the event. If no sales report is provided as requested, ACC Accounting will use a pre-determined amount of merchandise sales based on the Box Office Manager recommendation.



## MOVE-IN AND MOVE-OUT PROCEDURES

### General Information

- ACC South - East side Coverage – During Move In & Move Out  
In ACC South, there is one set of doors (doors 83-84) located in Lobby B that will be open during move-in/move-out. This designated entrance has a palm tree logo on the lower panels. See photo below.  
ACC Crowd control or client security personnel will be required for any additional lobby glass doors that need to be open during this time.



- ACC North – Door Information - Move In & Move Out  
In ACC North, the south doors will be open for move-in/move-out.





## MOVE-IN AND MOVE-OUT PROCEDURES – (CONTINUED)

- Only single trip hand-carry (no dollies/carts allowed) is permitted into the Facility. Bellhops are also prohibited from entering the Facility with their carts.
- Freight Door Coverage (*ACC North, Arena, and Exhibit Halls*): There will need to be one security or crowd control personnel to provide coverage for each freight door anytime that the door is open and during all move-in/move-out activity. If there is no security/crowd control personnel present, the freight door cannot be opened until security or crowd control personnel have arrived.
- Freight Elevators: Freight elevators must be used to move equipment or freight between floors. The use of passenger elevators for the movement of equipment or freight is prohibited.
- Service Corridors (*ACC North and 2<sup>nd</sup> & 3<sup>rd</sup> Level Meeting Rooms*): The ACC has service corridors that are used for all equipment movement. Service corridors are not soundproof and equipment should be moved as quietly as possible. Additionally, the storage of equipment is not permitted in the service corridors. The red lined areas are designated for *ACC equipment only*.

### ACC North

Move-in/move-out of equipment will take place via the 100 Level docks located off of Hotel Way. The 200 Level freight doors may also be used for move-in/move-out. Please consult your Event Manager with respect to your move-in/move-out plans.

### Arena/Exhibit Halls

All move-in/move out of equipment must take place on the west side of the Facility. No east side move in/move out is permitted.

- Due to floor load limitations, semi-trucks/trailers are prohibited from driving into, loading, offloading, and/or parking on the Hall D apron and Hall D exhibit hall floor.

### Grand Plaza

When moving in/out of the Grand Plaza, please note that all vehicles need to enter/exit through Transit Plaza. Additionally, all food trucks enter/exit through Transit Plaza as well. Security is required at bollards that are open during move-in & move-out. A bollard schedule should also be sent to your Event Manager as needed.

### Hotel Way/Convention Way/Transit Plaza/Katella Avenue

The act of staging and/or unloading/loading for the purpose of move-in or move-out activity is always prohibited on these streets. Please consult your Event Manager for more information on other alternative planning.

### Meeting Rooms & Ballroom

All move-in/move out of equipment must take place on the west side of the Facility. No east side move in/move out is permitted; however, a single trip hand carry (no dollies/carts allowed) is permitted. Equipment access to the 2<sup>nd</sup> and 3<sup>rd</sup> levels must be loaded through the west side service corridor which is located at the Hall E loading docks. Docks #31 & #32 are reserved for loading and unloading into the service corridor. Vehicles should be unloaded and moved to a standard parking spot.

### Marshaling

The ACC retains exclusive rights and privileges to all exterior areas of the Facility including parking areas, docks, staging areas, and loading areas.

Permission may be granted to contractors, vendors, and/or Clients to utilize the open areas, aprons, and parking areas on the west side of the premises for event marshaling, crate storage, show needs, and/or POV movement purposes at times. However, availability will be exclusively granted by ACC Management based upon the contractor and/or Client submitted Vehicle Movement Plan.

Neither Client nor contractor should assume that approval has been granted for any area without prior consent from the ACC.

If off-site marshaling is required, please contact the Parking Manager for availability.



## NATURAL GAS

Natural gas service is available in each roof support column in each exhibit hall except Hall E. Service is delivered at normal household pressure (approximately 14# PSI) through a ½ outlet. For Hall E, natural gas service is located in every other column on either the north or south end of the hall. There is no natural gas service located at columns E18 through E51.

With the use of natural gas, an exhibitor permit is required from Anaheim Fire & Rescue.

## NET SQUARE FOOTAGE

Net square footage is defined as total display area less aisle space and food service areas. ACC management will have the right to determine what, if any, display area(s) will qualify for exclusion from rental charges.

Following completion of move-in and prior to any move-out, Client will meet with ACC management to agree upon a chargeable net square footage. The ACC's square footage calculation will be final and billed accordingly for failure to meet as noted above.

## OCCUPANT CAPACITY

The capacity of the leased space will be limited to the occupant load approved by Anaheim Fire & Rescue. Standard occupant loads may be subject to field inspection and adjusted by Anaheim Fire & Rescue. When capacity has been reached, the ACC may, at its sole discretion, refuse entry to further Guests, even if they have registered or possess a valid ticket or admission credential.

## OUTDOOR EVENT SPACE

The ACC has various outdoor spaces available for rental. All attendee numbers are approximate and actual numbers vary based on equipment, entertainment, etc.

### Arena Plaza

The Arena Plaza is an ideal location for receptions including food truck receptions for up to 3,500. There is a fire lane located in the Arena Plaza that extends about 30' from the west entrance of ACC North to the white banner poles. The fire lane must be kept clear at all times. Amplified sound is permitted on the Arena Plaza from 7am-10pm.

### California Terrace

Located on the 3<sup>rd</sup> Level of ACC South, the California Terrace has approximately 500-600 square feet available for use. The California Terrace is ideal for small receptions or parties of approximately 300 people on a flow. Event equipment must be set 24' feet from the railing per fire code.

### Grand Plaza

Located in front of the ACC, between the Hilton Anaheim and Anaheim Marriott, this area features palm trees and (2) beautiful fountains. With 27,600 square feet of usable space, this space is ideal for food truck receptions for approximately 3,500 to 4,000 people maximum. Amplified sound is permitted on the Grand Plaza from 7am-10pm.

### Katella Terrace

The Katella Terrace has 10,000 square feet and is ideal for small receptions and/or when used as an outdoor extension of a larger function located the 200 Level of ACC North. The Katella Terrace also features white lounge furniture as well. Event equipment must be set 10' feet from the railing per fire code. This space can accommodate 350-500 people on a flow.

## PARKING FEES AND REGULATIONS

### General Information

The City retains exclusive rights and privileges in all parking and staging areas of the ACC, including the right to charge a parking fee to all users of its parking and/or staging areas. Vehicles are charged prevailing rates upon entry as ACC lots/structures are Pay-As-You-Enter.

- Vehicles that require more than one parking space will be charged based on the number of stalls that are used.
- Overnight parking on the premises is prohibited by the Anaheim Municipal Code and violators will be cited and/or towed at owner's expense. Special permission may be obtained by Show Management for unique circumstances. Please contact your Event Manager for additional information & requests.
- Standard hours for West street access is 6AM – 6PM each day. If access is needed outside of the standard hours, please contact your Event Manager for advance planning.



## **PARKING FEES AND REGULATIONS – (CONTINUED)**

### **General Information** (continued)

- Off-site parking is non-exclusive and guests may be directed to off-site parking locations. Off-site parking may be arranged as determined by the ACC Management based on current onsite parking inventory and expected guest drive-in attendance numbers based on overlapping event needs. Please contact your Event Manager to make any special arrangements.

As a standard, ACC move-in/move-out event staff parking is located on the west side of the building directly from West Street. Additional parking may be available at Car Park #1 on Katella Ave but must be pre-arranged. Parking is available at the prevailing rates. GSC labor, production staff, exhibitors, vendors, and etc. will be required to pay.

An exhibitor will be granted unlimited in/out privileges each day with an exhibitor badge and paid ticket (the ticket must be date-stamped upon initial entry). Re-entry will be allowed as space permits at the assigned parking structure. For clarification, please contact your Event Manager.

Exhibitor, vendors, contractors, and Client staff parking and access timing needs are required to be communicated to the Event Manager and Parking team for planning purposes. The ACC requests that labor call numbers with arrival timing, truck schedules, and the overall exhibitor/vendor move-in and move-out plans be submitted at least (10) days prior to the first day of move-in. Please send this information to the Parking Supervisor with a copy to the Event Manager.

For move-outs, Exhibitor Appointed Contractors (EACs) and/or exhibitors may be delayed access onto property until at least one hour after the show has ended or as pre-arranged by GSC and/or Show Management.

### **Onsite Mobile Units/Sleeping Cabs**

Truck drivers arranging for overnight or late/early deliveries are prohibited from sleeping within their cabs on property. Utilities (including sewer) are not available on property for mobile homes, trailers, or any other type of mobile unit. Please make offsite arrangements for these types of requests.

### **Satellite Trucks**

If there are satellite trucks expected during your event, please contact your Event Manager to discuss the best possible location for placement of the truck(s).

### **Vehicle Washing/Drain Dumping**

The washing and/or detailing of vehicles on property is prohibited unless water can be completely captured for off-site disposal. The drains located on property lead directly to the ocean and only non-chemically treated water is allowed to flow through drains.

Any vehicle detailing and/or washing must be pre-approved by the ACC. All vendors providing this service must arrange for all water to be collected and dumped offsite in an approved location.

## **PLUMBING**

All approved plumbing providers must have a valid contract with and a permit from the City to provide services including pressurized air, natural gas, water, and drain services.

All plumbing is subject to inspection and approval by the ACC. Systems or installations not approved must be removed or be made acceptable prior to the opening of the event. (See also Fire Regulations - Compressed Gases.)

Plumbing service is available in each roof support column in each exhibit hall except for Exhibit Hall E. For Hall E, there is plumbing service located in every other column on either the north or south end. There is no plumbing service located at columns E18 through E51.

### **ACC North**

Plumbing Service is available from the floor boxes on each level.

## **PUBLIC ADDRESS SYSTEM**

The Arena, Arena Lobby, Main Lobby, meeting rooms, exhibit halls, ballroom, ACC North 100, ACC North 200, and 3<sup>rd</sup> floor lobby are equipped with public address systems. ACC will provide one (1) complimentary wired paging mic for announcements. Please contact your Event Manager to discuss audio feeds & paging mics. There is a fee for each audio feed requested.



## REGISTRATION AREAS

There are multiple areas that are usable as registration areas for events. For exhibit halls A through E, lobby areas on the east side of the facility are available for use. For ACC North, 100 Level, usable space in the Plaza Level is available for use. For the 200 level of ACC North, usable space is located on the west side lobby. Usable space is defined as general areas that are approved for use by both ACC Management and Anaheim Fire & Rescue. Please consult your Event Manager for additional information or see the *Usable Space Diagrams* in the appendix.

**NOTE:** All plans for these areas must be submitted to Anaheim Fire & Rescue for approval.

## RESTROOMS

On move-in/move-out days, the following restrooms will be open:

- West side of exhibit halls
- Women's Lobby B
- Lobby E
- 304 Finger Lobby
- ACC North, Plaza Level (southwest side)
- ACC North, Level 200 (southwest side)
- Lobby A
- Men's Lobby C
- 205 Finger Lobby
- Arena West side
- ACC North, Level 100 (southwest side)

When AR 1-2 are being used, then the Arena Lobby restrooms will be opened as well.

## RIGGING

### General Rigging Information

- All rigging services operations must be overseen by ETCP certified riggers.
- If a Client does not have a GSC or the GSC cannot perform the rigging, then all rigging services will default to Encore.
- MONOKOTE: A "wet down" procedure must be implemented prior to attaching to, cutting, disturbing, and/or otherwise altering the Monokote Fireproofing. This is to prevent airborne "dust". This can be as simple as spraying water onto the material that you will be cutting/altering.
- The exhibit halls have high & low steel. Ceilings range from 13'-6" to 38' from the floor to the top chord of the steel. Rigging should be suspended from the upper chord of the steel, with the exception of Hall A, where all rigging must be suspended from the lower chord due to safety concerns.

### Rigging Exclusivity

Encore is the exclusive rigging supplier of all labor and hoists for the following areas:

- ACC North Plaza Level
- ACC North 100 Level (for all non-trade show (exhibit) related uses)
- ACC North 200 Level (including pre-function space & the Bridge Connection)
- Arena & Arena Lobby
- Exhibit Halls (for all non-trade show (exhibit) related uses)
- Meeting Rooms (201-213, 303-304)
- Ballroom

### Additional Regulations

- All rigging hardware including, but not limited to wire rope, shackles, and motors will be exclusively provided by Encore. Rigging points in both the Ballroom and the Arena are on a grid system, no bridling is allowed.
- Encore will retain full exclusivity where the weight limit of any object requiring rigging exceeds 100lbs (excluding Arena).
- The general service contractor is not authorized to hang any signs and or banners on a non-motorized point where the weight limit does not exceed 100lbs per banner or sign.
- The general service contractor must inform Encore no later than sixty (60) days of the event's first move-in day of the intent to hang signs and or banners, in the locations denoted above. The general service contractor will also provide Encore with a full plot of signs and or banners no later than thirty (30) days prior to the execution of services. If the general service contractor does not meet the deadlines above, the hanging of signs and banners will default to Encore.



## RIGGING – (CONTINUED)

### Rigging Loads

#### ACC North

100 Level	1,600 lbs. dynamic rating per point
200 Level	1,600 lbs. dynamic rating per point

- The maximum allowable load is 1,100 lbs. without load monitoring when applied vertically. When monitoring the loads, the maximum allowable load is 1,600 lbs. when applied vertically.
- In lieu of vertical rigging loads, diagonal rigging loads may be applied. In this case the maximum applied load is 800 lbs. and the maximum angle (from vertical) of load is 45 degrees. Vertical loads are only permitted in an east to west direction and not in a north to south direction.

#### Arena

Dead Hang built from T1 Lower Chord Steel	4,000 lbs.
Bridle built from T1 Upper Chord Steel	2,000 lbs.
Total Load on T1 Beam	8,000 lbs.

\*Exceeding 50 points, 50,000 lbs., or any loads greater than those listed above, an engineering review will need to be submitted to the ACC for approval.

#### Arena Lobby

Maximum Load	250 lbs. per 10 feet on main steel
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#### Ballroom – Hanging Point Detail (Ceiling Eye Bolts)

Maximum Load	625 lbs. in any direction
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\*Exceeding 50 points, 50,000 lbs., or any loads greater than those listed above, an engineering review will need to be submitted to the ACC for approval.

#### Exhibit Hall A, B, C, E, Expansion Framing – Vertical Rigging Loads

Maximum Total Load in any 30' x 30' area	4,500 lbs.
Truss Panel Points	4,500 lbs.
Level Two Wide Flange Members	300-350 lbs. spaced at 10'
Catwalk Framing	1,000 lbs. space at 10'

#### Exhibit Hall D Expansion Framing – Vertical Rigging Loads

Maximum Total Load in any 30' x 30' area	4,500 lbs.
Truss Panel Points	4,500 lbs.
Roof Framing Flange Members	300-350 lbs. spaced at 10'
Bottom Chord "W" Framing	4,500 lbs.
Double Angle Bracing Members	200 lbs. in total span
Catwalk Framing	1,000 lbs. spaced at 10'

\*Exceeding 50 points, 50,000 lbs., or any loads greater than those listed above, an engineering review will need to be submitted to the ACC for approval.

#### Rigging Plan Submittal

To submit a rigging advance to Encore, please fill out the online rigging advance: <https://www.encoreglobal.com/rigging-portal/>  
For Encore's rigging standards, please visit: <https://www.encoreglobal.com/rigging-portal/rigging-standards/>



## ROOM RESETS

The initial room set for any meeting room, ballroom, and/or show office is included with the space rental. All room resets are billable. Please see the *Rates, Services, & Equipment* sheet for the current rates.

The following equipment is included by request with a standard meeting room set:

- Riser: Riser sections are 6' x 8' and can be set as black deck floor. Height ranges from 18" – 30" inches
- Lectern
- Theater, classroom, conference, u-shape, hollow square, or rounds configuration
- Tables for head table set, materials, and/or check-in
- Light dimmer (can be provided to your AV team or placed at the head table in each room)

For Ballroom and/or general session sets, up to (20) complimentary risers are provided. All other risers will be billed at the current prevailing rates.

### Classroom & Round Table Room Sets

- For classroom configurations, our standard is 8' x 18" tables with white vinyl ONLY and four (4) chairs per table.
- If linens are preferred for classroom configurations, the linens are billed at the current prevailing rates.
- For all room sets with round tables (our rounds are 66"), linens are billed at the current prevailing rates. Linens are available in black or white.

## SHIPPING AND RECEIVING

The ACC does not receive and/or ship event materials. All event materials and freight are handled by the show appointed general service contractor. Please consult your Event Manager for clarification.

## SHOW OPENING AND CLOSING

Prior to any show opening, all aisles must be clear of equipment, all freight door(s) must be closed, and all carts/lifts must be removed from the exhibit floor space. Additionally, the ACC will not turn on air-conditioning until the freight doors have been closed. Anaheim Fire & Rescue and your Event Manager will provide the necessary confirmation to open the show.

For move-outs, the ACC will not open any freight door(s) nor will any forklifts and/or carts be permitted on the show floor until the ACC has made the determination that it is safe to do so. In addition, no aisle carpet may be removed until the exhibit floor is clear of attendees.

## SMOKING AND VAPING

The ACC is a non-smoking facility which includes vaping. Smoking and vaping are not permitted in the courtyards between the exhibit halls, outside on ACC North/Katella Terrace balconies or east balconies located on the 2<sup>nd</sup> and 3<sup>rd</sup> levels.

## SUSTAINABILITY – DIVERSION BY DONATION PROGRAM

The ACC has a lasting commitment to sustainability. One sustainable initiative that we are proud to provide is the *Diversion by Donation* program. At the conclusion of an event, the ACC can accept reusable items that can be reasonably stored provided that advance arrangements have been made with our team. The ACC will seek to find an organization for the donated items. The ACC has limited storage capabilities, so we may need to limit the number of items that we can accept. Through our Diversion by Donation program and other efforts, the ACC has donated:

- 386,610 lbs. in 2019 (includes all food donations)
- 154,302 lbs. in 2018 (includes all food donations)
- 177,899 lbs. in 2017 (includes all food donations)
- Recipients were Second Harvest, Habitat for Humanity, and Anaheim Public Library.

For additional information about the *Diversion by Donation* program, please see the *Diversion by Donation* document located in the appendix.

For additional information about sustainability, please go to the following link: <https://www.visitanaheim.org/meetings/anaheim-convention-center/sustainability/>



## TENTS

Tents and/or canopies are permitted on the Grand Plaza. For smaller tents or canopies, the tent company is required to provide a portable support system such as water barrels to secure the tents. The use of k-rail (concrete block) for tent anchoring is not permitted. There are planters on either side of the Grand Plaza that are 60 feet apart and helix stakes have been installed for the purpose of securing large tents. The helix stakes may not be visible and may need to be uncovered. The tent anchors were tested to a pull load of 4,000 lbs. Helix Stakes are only available in the west and center sections of the Grand Plaza.

The ACC will need to confirm approval regarding any tent structures. Please see your Event Manager for additional information regarding the Helix stakes. Please contact your Event Manager to request the *Tent Tie-Off Map*.

On occasion, there are General Service Contractors that choose to have a tent constructed on the west side of the ACC property for their operational needs during larger, full facility shows. The proposed tent location must be approved by the ACC prior to installation.

Below are the specifics from Anaheim Fire & Rescue regarding *Tents, Canopies & Temporary Membrane Structures, Specifications & Requirements*:

Tents and canopies in excess of 400 square feet require a permit from Anaheim Fire & Rescue prior to installation. Please provide the permit application, business license, flame retardant certificate, payment made payable to the City of Anaheim, and a diagram that lists the following:

### Diagram specifying the following:

1. Location of tents/canopies – which shall not be located with 20 feet of property lines, buildings, parked vehicles or internal combustion engines unless otherwise approved by Anaheim Fire & Rescue. For determining required distances, support ropes shall be considered as part of the membrane structure, tent or canopy.
2. Square footage of the canopy/tent.
3. Number of tent walls.
4. Location of any fire lanes or fire equipment.
5. Location of exits (including size, type etc.).
6. Location of fire extinguishers (minimum 2A:10BC with current service tag).
7. Location of “No Smoking” signs.
8. Location of generator.
9. Location of cooking or heating equipment.
10. Location of chairs, tables, merchandise, decorative material and exhibits.
11. Aisle size and locations.

### Permit Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Fabric canopies open on all sides which comply with all of the following:
  - 2.1 Individual canopies having a maximum size of 700 square feet.
  - 2.2 The aggregate area of multiple canopies placed side by side without a fire break, clearance of 12 feet, not exceeding 700 square feet total.
  - 2.3 A minimum clearance of 12 feet to all structures and other tents.

### Decorative Materials

All drapes, hangings, curtains, drops, tents, canopies, hay, and all other decorative material shall be of approved flame-retardant material. Proof of flame-retardant process shall be provided.

### Other Requirements

- Barricades shall be easily movable in the event of an emergency. Fire hydrants and fire department connections shall not be obstructed by booth displays.
- All electrical wiring and appliances shall comply with the National Electrical Code.
- A generator requires a permit from the City of Anaheim Building Division.
- Additional permits may be required from the City of Anaheim Planning & Zoning Division at (714) 765-5139 prior to approval from Anaheim Fire & Rescue.



## TIPS

ACC personnel are prohibited from accepting monetary tips and/or gratuities.

## TRANSPORTATION

### Transit Plaza

The Transit Plaza location is a shared space on the south side of the ACC and is utilized as the transportation hub for the ACC & Resort campus. This is not a space that may be contracted or restricted and should be available for multiple uses and multiple entities.

*Examples of use include:*

Taxi Pick up/Drop off – Rideshare Pickup/Drop Off – 5K Run activity – Buses/Shuttles Pick-up/Drop Off – Food Truck Staging – Grand Plaza Move In/Move Out staging area – Lift/Cart Movement (east side to west side) – Overflow Attendee line-up (with restrictions) – Hotel partner employee access.

### Buses/Main Shuttle Location

The main shuttle location at the ACC is Transit Plaza. Ground transportation operators may be allowed usage of this area based on availability and approval by the Event Manager. When more than one route is in operation or when multiple uses are requested for an event, Client will provide an on-site transportation coordinator and additional Traffic Control staffing may be necessary. This area is a no idle zone. Please consult your Event Manager for additional information.

### Bus Stop Locations (ART/OCTA)

Anaheim Regional Transportation (ART) & the Orange County Transit Authority (OCTA) operate standard shuttle stops next to the Grand Plaza, Harbor Boulevard, and along Katella Avenue with service to the ACC campus.

### Anaheim Regional Transportation Intermodal Center (ARTIC)

Located 2.6 miles away, the ARTIC provides a regional opportunity for commuters arriving in Anaheim via rail, to connect to bus, taxi, and/or rideshare options that will provide them connection to the ACC campus.

Please contact your Event Manager if you have any questions with respect to availability and/or use of these spaces.

## TRASH REMOVAL

The Client is responsible for the removal and proper disposal of all exhibit related trash including, but not limited to crates, lumber, and bulk trash. The Client will be charged at the prevailing rate for all drop-off bins and compactors used to dispose of event generated trash.

Additionally, the Client is responsible for proper and regulated disposal of all toxic, biohazard and e-waste goods, materials and substances, and must comply with all applicable laws. Please note that California has strict policies with respect to regulated waste disposal. Please consult your Event Manager for additional information on local providers who handle toxic, biohazardous, and/or e-waste substances/materials.

## UNION LABOR

ACC hourly employees are represented by unions, including SEIU, Teamsters, AMEA and IBEW Local 46, UNITE HERE local 11, and IATSE. Union workers are not required by the ACC; however, most General Service Contractors utilize union labor and have union guidelines.



## VEHICLES WITHIN THE FACILITY

Prior to allowing exhibitor or vendor vehicles inside the ACC for the purpose of loading/unloading, Client must obtain permission from ACC management. A vehicle movement plan may be required. All vehicles inside are prohibited from motors running while stationary. All non-display vehicles must be removed from the ACC prior to opening of the event.

The use of electric carts, motorized equipment, and bicycles is restricted to show management and employees of the Official Contractor(s), City of Anaheim, and Exclusive and Preferred Providers. Use of these vehicles is permissible only during Non-Show hours. Electric carts may not be driven through pedestrian doors and carts are not permitted to be plugged in for the purpose of charging within the Facility. No carts are permitted in the courtyards or on city sidewalks around the perimeter of the Facility.

The use of electric carts, motorized equipment, and bicycles is prohibited in all carpeted and/or terrazzo areas unless prior permission has been granted by ACC management and floor coverings including but not limited to, the carpet and terrazzo, have been thoroughly protected by masonite or other materials. Please consult your Event Manager for clarification.

## VISIT ANAHEIM

Visit Anaheim is a 501 (c) (6) nonprofit destination marketing organization. Visit Anaheim's mission is to develop, promote, market, and sell the destination as a premier visitor destination benefiting the economic vitality of the local community.

As true destination experts, the Visit Anaheim team leverages local resources to create ease for groups highlighting all that Orange County has to offer; from venue and team building to give-back opportunities with community organizations. Visit Anaheim offers planners the highest level of personalized services.

### Destination Services

Visit Anaheim's Destination Services Managers can assist you with all aspects of your event including:

#### Pre-Planning Support

- Site visit (in-person or virtual) and FAM trip coordination
- Community vendor referrals (Registration/temp staffing, transportation, DMCs, etc.)
- Venue sourcing for ICWs (these services are available to your exhibitors as well)
- Overflow Housing Assistance
- Coordination of preliminary health and safety review or additional clinical solutions, conducted by Hoag

#### Attendee Marketing

- Digital destination marketing toolkit (Imagery, videos, blog posts, virtual backgrounds, etc.)
- Year-out promotional materials
- Custom microsite with show branded header image
- Anaheim Resort Maps
- Customized hotel maps
- Local media contacts list

#### Destination Welcome & Concierge Program

- SNA (John Wayne) Airport welcome signage
- Attendee welcome and VIP recognition programs
- Exclusive theme park ticket pricing for attendees
- Complimentary staffed concierge and information desk inside Convention Center
- "Attendee Perks Pass": Digital savings pass with exclusive discounts on dining, attractions, retail, transportation and more
- Coordination of preliminary health and safety review or additional clinical solutions, conducted by Hoag

#### Housing Services

Visit Anaheim's housing services liaison can offer local housing insights to help maximize shoulder dates and keep you updated on the latest hotel renovations.



## WATER FILL STATIONS & WATER SERVICE

The ACC has forty-seven (47) water fill stations throughout the facility.

Locations are as follows:

### **ACC North**

- Plaza Level – (2)
- 100 Level – (2)
- 200 Level – (2)

### **ACC South**

- Arena – (3)
- Main Lobby – (6)
- Hall A – (1)
- Hall B – (6)
- Hall C – (6)
- Hall D – (7)
- Hall E – (1)
- Level 2 – (9)
- Level 3 – (2)

Please see the *Water Fill Station* map for ACC South, 1<sup>st</sup> Floor located within the appendix.

Water for speakers/head tables (individual water bottles) is available for purchase through Catering Services. Please contact your Catering Sales Manager to confirm pricing.



## CONTACT INFORMATION

### ANAHEIM CONVENTION CENTER

Administration – (714) 765-8950

Booking – (714) 765-8927

Event Services – (714) 765-8953

Parking – (714) 765-8962

Security – (714) 765-8975

<http://www.anaheimconventioncenter.com>

### CITY OF ANAHEIM

Anaheim Fire & Rescue – (714) 765-4040

<http://www.anaheim.net/613/Fire-Rescue>

Business License Department – (714) 765-5194

<http://www.anaheim.net/494/Business-License>

### ARAMARK SPORTS & ENTERTAINMENT SERVICES (CATERING SERVICES)

(714) 765-8800

<http://www.aramarkconventions.com>

### ENCORE (PRODUCTION SERVICES)

(714) 765-8667

<http://www.encoreglobal.com>

### SMART CITY NETWORKS (TECHNOLOGY SERVICES)

(714) 765-8600

<http://www.smartcity.com>

### VISIT ANAHEIM

(714) 765-2800

<http://www.visitanaheim.org>











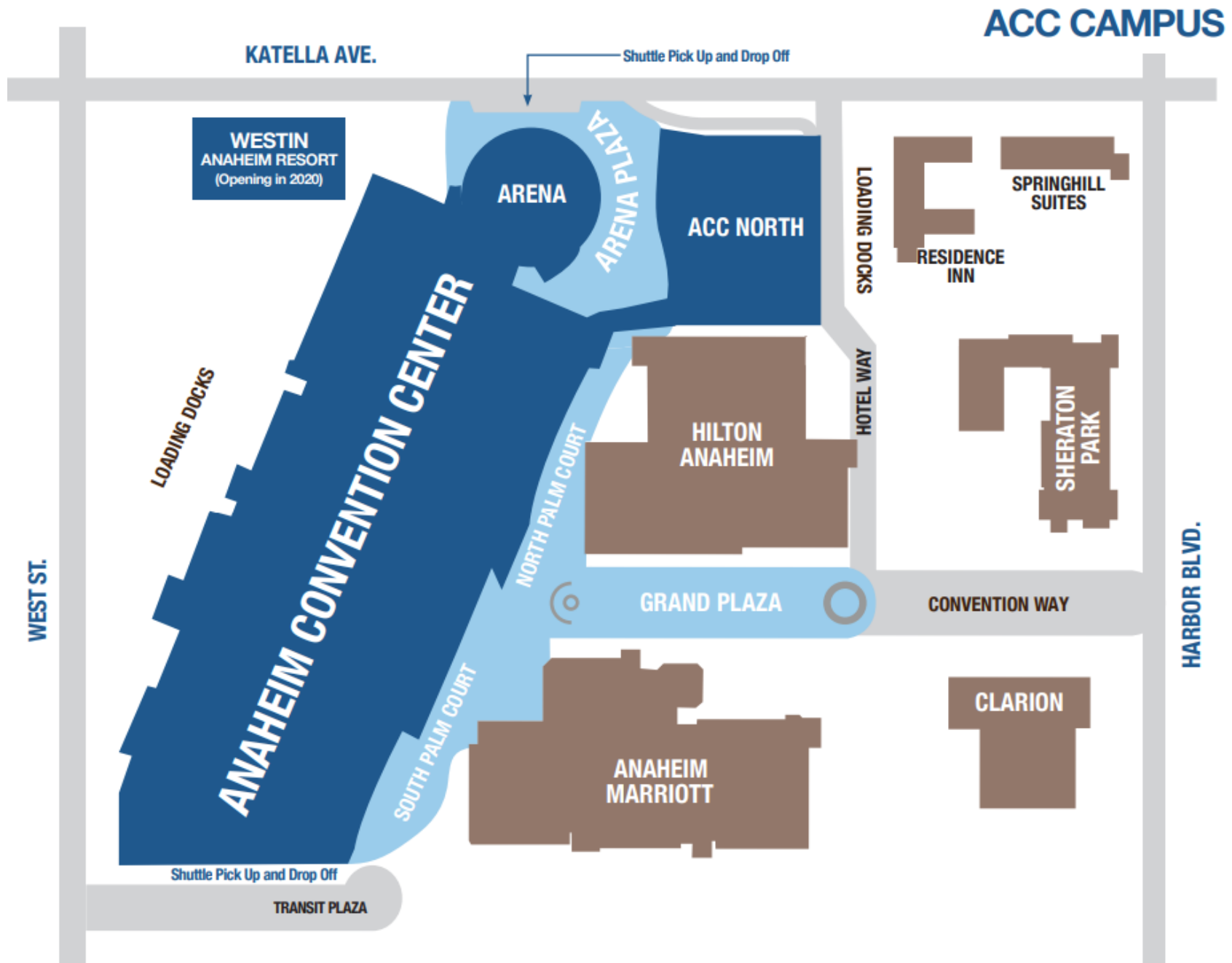
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▪ Exhibitor Requirements	
▪ Exhibitor Permit	



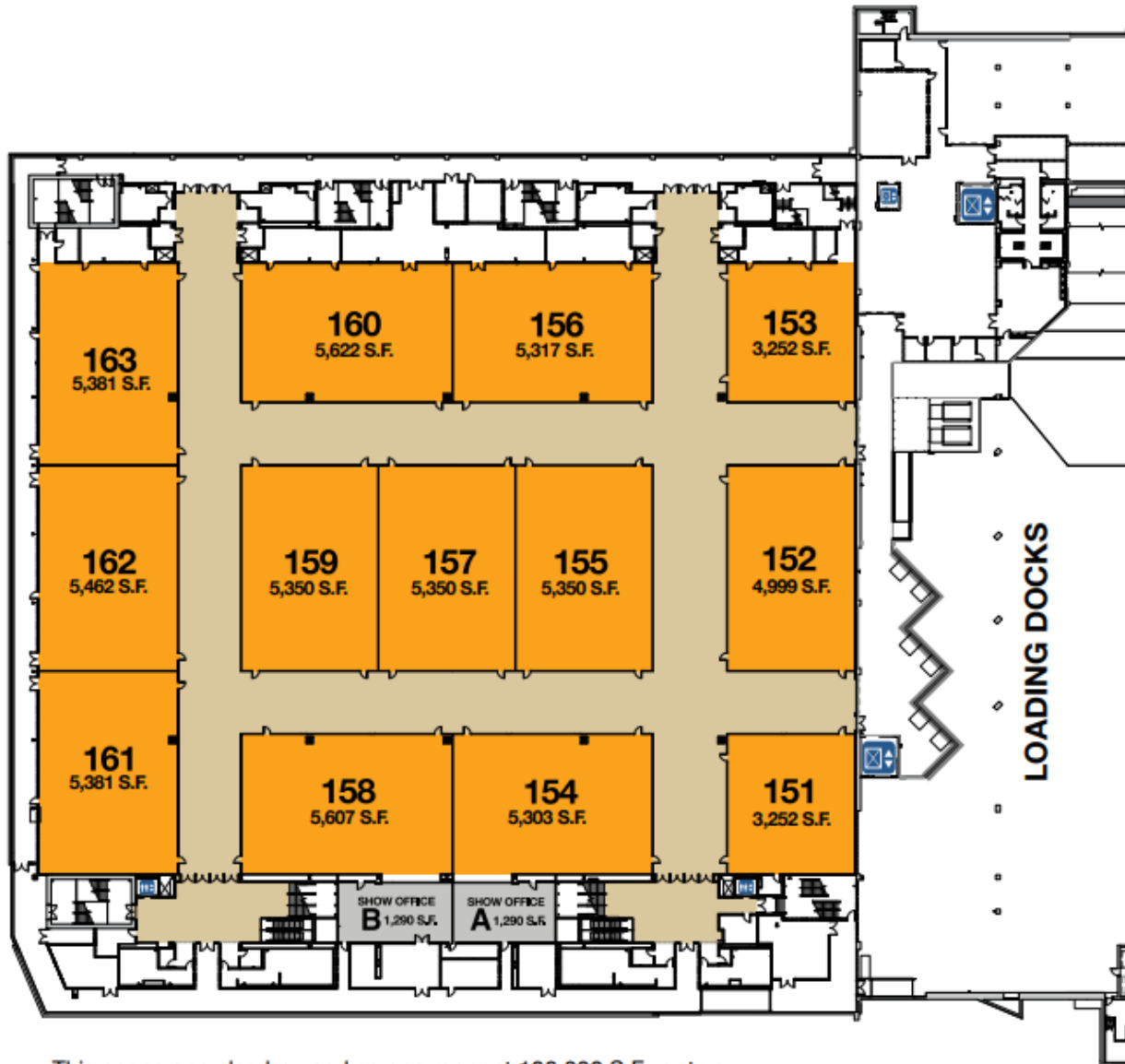






# ACC NORTH

## 100 LEVEL



This space can also be used as one room at 100,000 S.F., or two rooms at 50,000 S.F., or many other combinations.



# ACC NORTH

## 200 LEVEL



This space can also be used as one room at 100,000 S.F., or two rooms at 50,000 S.F., or many other combinations.

**PEDESTRIAN BRIDGE:**  
5,980 S.F. of climate-controlled connection to the second level of the Anaheim Convention Center.

## LEGEND

- MEETING ROOM
- PRE-FUNCTION SPACE
- TERRACE
- ♥ + FIRST AID STATION
- ↑ ↓ PASSENGER ELEVATOR
- ⬅ ➡ FREIGHT ELEVATOR





## CAPACITY CHART

### ACC NORTH – 100 LEVEL

CEILING HEIGHT = 25 FT

10' x 10' BOOTHS = 500

SPACE	DIMENSIONS	SQUARE FEET	THEATER	BANQUET ROUNDS	CLASSROOM
Entire 1 <sup>st</sup> Level		100,000	10,000	8,320	4,160
151	55'9" x 58'4"	3,252	355	260	219
152	55'9" x 89'8"	4,999	544	408	336
153	55'9" x 58'4"	3,252	355	260	219
154	87'2" x 60'10"	5,303	570	430	350
155	59'8" x 89'8"	5,350	570	430	350
156	87'2" x 61'	5,317	570	450	350
157	59'8" x 89'8"	5,350	570	430	350
158	92'2" x 60'10"	5,607	610	450	370
159	59'8" x 89'8"	5,350	570	430	350
160	92'2" x 61'	5,622	610	450	370
161	60'11" x 88'4"	5,381	570	430	350
162	60'11" x 89'8"	5,462	570	430	350
163	60'11" x 88'4"	5,381	570	430	350
<b>COMBINATIONS</b>					
154+158	179'4" x 60'10"	10,910	1,180	880	720
155+157+159	179' x 89'8"	16,050	1,710	1,290	1,050
156+160	179'4" x 61'	10,939	1,180	880	720
161+162+163	60'11" x 266'4"	16,224	1,710	1,290	1,050

### ACC NORTH – 200 LEVEL

CEILING HEIGHT = 25 FT

10' x 10' BOOTHS = 500

SPACE	DIMENSIONS	SQUARE FEET	THEATER	BANQUET ROUNDS	CLASSROOM
Entire 2nd Level		100,000	10,000	8,320	4,160
North 200 A	178' x 281'	50,000			
North 200 B	160' x 281'	50,000			
251 A	58'7" x 28'4"	1,660	180	130	110
251 B	58'7" x 29'8"	1,738	180	130	110
251 C	58'7" x 29'8"	1,738	180	130	110
251 AB	58'7" x 58'	3,398	360	260	220
251 BC	58'7" x 59'4"	3,476	360	260	220
251 ABC	58'7" x 87'8"	5,136	540	430	330
252 A	58'7" x 29'8"	1,738	180	130	110
252 B	58'7" x 29'8"	1,738	180	130	110
252 C	58'7" x 29'8"	1,738	180	130	110





## CAPACITY CHART

ACC NORTH – 200 LEVEL (CONTINUED)

CEILING HEIGHT = 25 FT

SPACE	DIMENSIONS	SQUARE FEET	THEATER	BANQUET ROUNDS	CLASSROOM
252 AB/252 BC	58'7" x 59'4"	3,476	360	260	230
252 ABC	58'7" x 89'	5,214	540	390	350
253 A	58'7" x 29'8"	1,738	180	130	110
253 B	58'7" x 29'8"	1,738	180	130	110
253 C	58'7" x 43'5"	2,543	270	200	170
253 AB	58'7" x 59'4"	3,476	370	280	230
253 BC	58'7" x 73'1"	4,281	440	320	270
253 ABC	58'7" x 102'9"	6,019	640	460	390
254 A	29'8" x 58'4"	1,731	180	130	110
254 B	29'8" x 58'4"	1,731	180	130	110
254 AB	59'4" x 58'4"	3,462	360	260	230
255 A	59'8" x 29'8"	1,770	190	140	120
255 B	59'8" x 29'8"	1,770	190	140	120
255 C	59'8" x 29'8"	1,770	190	140	120
255 AB/255 BC	59'8" x 59'4"	3,540	380	280	240
255 ABC	59'8" x 89'	5,310	570	420	360
256 A	29'8" x 73'3"	2,173	220	160	130
256 B	29'8" x 73'3"	2,173	220	160	130
256 AB	59'4" x 73'3"	4,346	440	320	290
257	59'8" x 89'8"	5,350	570	430	350
258 A	29'8" x 73'3"	2,173	220	160	130
258 B	29'8" x 73'3"	2,173	220	160	130
258 AB	59'4" x 73'3"	4,346	470	320	290
259 A	29'8" x 58'4"	1,731	180	130	110
259 B	29'8" x 58'4"	1,731	180	130	110
259 AB	59'4" x 58'4"	3,462	370	260	230
260 A	59'8" x 29'8"	1,770	190	140	120
260 B	59'8" x 29'8"	1,770	190	140	120
260 C	59'8" x 29'8"	1,770	190	140	120
260 AB/260 BC	59'8" x 59'4"	3,540	380	280	240
260 ABC	59'8" x 89'	5,310	570	420	360
261 A	29'8" x 73'3"	2,173	220	160	130
261 B	29'8" x 73'3"	2,173	220	160	130
261 AB	59'4" x 73'3"	4,346	440	320	290





## CAPACITY CHART

ACC NORTH – 200 LEVEL (CONTINUED)

CEILING HEIGHT = 25 FT

SPACE	DIMENSIONS	SQUARE FEET	THEATER	BANQUET ROUNDS	CLASSROOM
262 A	40'4" x 28'4"	1,143	130	90	80
262 B	40'4" x 29'8"	1,197	130	90	80
262 C	40'4" x 29'8"	1,197	130	90	80
262 AB	40'4" x 58'	2,340	260	180	160
262 BC	40'4" x 59'4"	2,394	260	180	160
262 ABC	40'4" x 87'8"	3,537	400	270	240
263 A	40'4" x 29'8"	1,197	130	90	80
263 B	40'4" x 29'8"	1,197	130	90	80
263 C	40'4" x 29'8"	1,197	130	90	80
263 AB/263 BC	40'4" x 59'4"	2,394	260	200	160
263 ABC	40'4" x 89'	3,591	400	290	260
264 A	40'4" x 29'8"	1,197	130	90	80
264 B	40'4" x 29'8"	1,197	130	90	80
264 C	40'4" x 43'4"	1,748	180	130	110
264 AB	40'4" x 59'4"	2,394	260	200	160
264 BC	40'4" x 73'	2,945	320	240	190
264 ABC	40'4" x 102'8"	4,142	440	320	270
<b>COMBINATIONS</b>					
251+252+253	58'7" x 279'5"	16,369	1,720	1,280	1,070
255+257+260	179' x 89'8"	15,970	1,710	1,270	1,070
256+258+261	178' x 73'3"	13,038	1,350	960	870
262+263+264	40'4" x 279'4"	11,270	1,240	880	750

### KATELLA TERRACE

SPACE	SQUARE FEET	RECEPTIONS
Katella Terrace	10,000	350-550 on a flow



# ANAHEIM CONVENTION CENTER

## LEVEL ONE







## CAPACITY CHART

### ARENA – 28,140 TOTAL SQUARE FEET (FLAT FLOOR) – 7,500 CAPACITY

SPACE	DIMENSIONS	SQUARE FEET	CEILING HEIGHT	THEATER	CLASSROOM	BANQUET ROUNDS	10' x 10' BOOTHS
Arena	146' x 207'	28,140	45'-89'	7,500	-	1,200	145
Arena Lobby	75' x 144'	10,800	8'-21'6"	-	-	-	40
AR-1	62' x 50'	3,100	15'	350	175	200	-
AR-2	57' x 50'	2,100	15'	150	75	75	-
AR-1 + AR-2 Combined	62' x 100'	5,200	15'	500	250	275	-

### EXHIBIT HALLS – 813,607 TOTAL SQUARE FEET

SPACE	DIMENSIONS	SQUARE FEET	CEILING HEIGHT	THEATER	BANQUET ROUNDS	10' x 10' BOOTHS	8' x 10' BOOTHS	TOTAL BOOTHS
Hall A	250' x 530'	145,841	18'6"-24'	12,000	9,000	718	18	736
Hall B	250' x 530'	147,335	20'6"-25'	12,250	9,200	718	18	736
Hall C	245' x 575'	155,673	25	12,900	9,700	759	32	791
Hall D	325' x 472'-530'	221,284	20'6"-25'	15,000	13,800	1,140	-	1,140
Hall E	270' x 535'	143,474	13'8"	-	8,000	650	-	650

### ARENA PLAZA

SPACE	RECEPTIONS
Arena Plaza	3,500

### GRAND PLAZA

SPACE	SQUARE FEET	RECEPTIONS
Grand Plaza	36,000	3,000



# ANAHEIM CONVENTION CENTER

## LEVEL TWO



## LEGEND

- PRE-FUNCTION SPACE
- MEETING ROOM
- TERRACE
- + ♥ FIRST AID STATION WITH DEFIBRILLATOR
- ⬆ ⬆ PASSENGER ELEVATOR
- ⬆ ⬆ FREIGHT ELEVATOR





## CAPACITY CHART

SECOND LEVEL MEETING ROOMS – 65,583 SQUARE FEET

CEILING HEIGHT = 17'6"

SPACE	DIMENSIONS	SQUARE FEET	THEATER	CLASSROOM	BANQUET ROUNDS
201 A	62'6" x 30'	1,875	188	124	130
201 B	62'6" x 30'	1,875	188	124	130
201 C	62'6" x 30'	1,875	188	124	130
201 D	62'6" x 36'	2,250	225	152	150
201 AB	62'6" x 60'	3,750	376	248	260
201 ABC	62'6" x 90'	5,625	564	372	390
201	62'6" x 126'	7,875	789	524	540
202 A	45'6" x 30'	1,365	136	92	100
202 B	45'6" x 30'	1,365	136	92	100
202 AB	45'6" x 60'	2,730	272	184	200
203 A	45'6" x 30'	1,365	136	92	100
203 B	45'6" x 36'	1,638	164	112	110
203	45'6" x 66'	3,003	300	204	210
204 A	83' x 30'	2,490	249	168	170
204 B	83' x 60'	4,980	498	336	340
204 C	83' x 36'	2,988	299	200	200
204 AB	83' x 90'	7,470	747	504	510
204 BC	83' x 90'	7,968	797	536	540
204	83' x 126'	10,458	1,046	704	710
205 A	45'6" x 30'	1,365	136	92	100
205 B	45'6" x 30'	1,365	136	92	100
205	45'6" x 60'	2,730	272	184	200
206 A	45'6" x 30'	1,365	136	92	100
206 B	45'6" x 36'	1,638	164	112	110
206	45'6" x 66'	3,003	300	204	210
207 A	62'6" x 30'	1,875	188	124	130
207 B	62'6" x 30'	1,875	188	124	130
207 C	62'6" x 30'	1,875	188	124	130
207 D	62'6" x 36'	2,250	225	152	150
207 AB	62'6" x 60'	3,750	376	240	260
207 ABC	62'6" x 90'	5,625	564	372	390
207	62'6" x 126'	7,875	789	524	540
208 A	49' x 30'	1,470	147	100	100
208 B	49' x 30'	1,470	147	100	100
208	49' x 60'	2,940	297	200	200





## CAPACITY CHART

### SECOND LEVEL MEETING ROOMS - (CONTINUED)

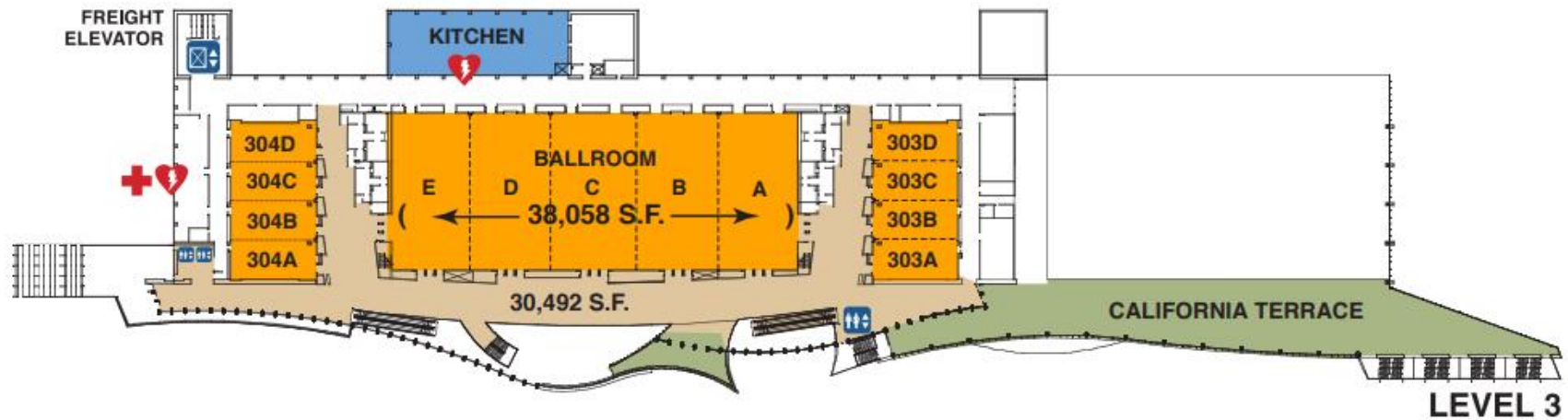
CEILING HEIGHT = 17'6"

SPACE	DIMENSIONS	SQUARE FEET	THEATER	CLASSROOM	BANQUET ROUNDS
209 A	49' x 30'	1,470	147	100	100
209 B	49' x 36'	1,764	176	120	120
209	49' x 66'	3,234	323	220	220
210 A	64'6" x 30'	1,935	194	128	130
210 B	64'6" x 30'	1,935	194	128	130
210 C	64'6" x 30'	1,935	194	128	130
210 D	64'6" x 36'	2,322	232	152	160
210 AB	64'6 x 60'	3,870	388	256	260
210 ABC	64'6 x 90'	5,805	582	384	390
210	64'6 x 126'	8,127	814	536	550
211 A	45'6" x 30'	1,365	136	92	100
211 B	45'6" x 30'	1,365	136	92	100
211	45'6" x 60'	2,730	272	184	200
212 A	45'6" x 30'	1,365	136	92	100
212 B	45'6" x 36'	1,638	164	112	110
212	45'6" x 66'	3,003	300	204	210
213 A	62'6" x 30'	1,875	188	124	130
213 B	62'6" x 30'	1,875	188	124	130
213 C	62'6" x 30'	1,875	188	124	130
213 D	62'6" x 36'	2,250	225	152	150
213 AB	62'6 x 60'	3,750	376	248	260
213 ABC	62'6 x 90'	5,625	564	372	390
213	62'6 x 126'	7,875	789	524	540



# ANAHEIM CONVENTION CENTER

## LEVEL THREE



## LEGEND

- PRE-FUNCTION SPACE
- MEETING ROOM
- TERRACE
- +♥ FIRST AID STATION WITH DEFIBRILLATOR
- ↑↓ PASSENGER ELEVATOR
- ⬆⬇ FREIGHT ELEVATOR





## CAPACITY CHART

### THIRD LEVEL MEETING ROOMS – 15,840 SQUARE FEET

CEILING HEIGHT = 17'6"

SPACE	DIMENSIONS	SQUARE FEET	THEATER	CLASSROOM	BANQUET ROUNDS
303 A	66' x 30'	1,980	198	132	140
303 B	66' x 30'	1,980	198	132	140
303 C	66' x 30'	1,980	198	132	140
303 D	66' x 30'	1,980	198	132	140
303 AB	66' x 60'	3,960	396	264	270
303 ABC	66' x 90'	5,940	594	396	420
303	66' x 126'	7,920	792	528	560
304 A	66' x 30'	1,980	198	132	140
304 B	66' x 30'	1,980	198	132	140
304 C	66' x 30'	1,980	198	132	140
304 D	66' x 30'	1,980	198	132	140
304 AB	66' x 60'	3,960	396	264	270
304 ABC	66' x 90'	5,940	594	396	420
304	66' x 126'	7,920	792	528	560

### BALLROOM – 38,058 SQUARE FEET

CEILING HEIGHT = 27'3 – 28'3"

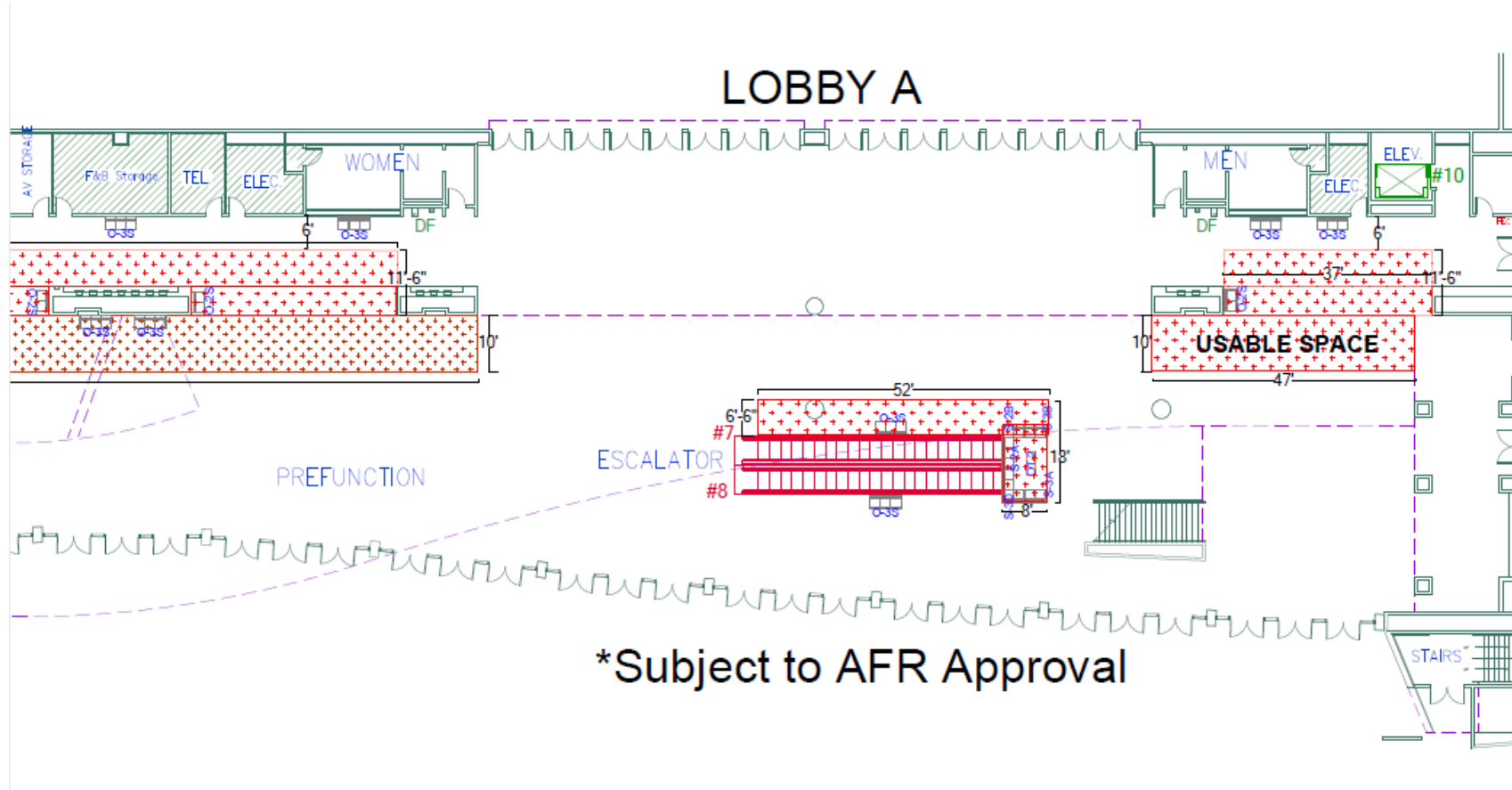
SPACE	DIMENSIONS	SQUARE FEET	THEATER	CLASSROOM	BANQUET ROUNDS
Ballroom A	120' x 63'	7,560	756	504	510
Ballroom B	122' x 62'6"	7,625	763	508	510
Ballroom C	123' x 62'6"	7,688	769	512	520
Ballroom D	122' x 62'6"	7,625	756	504	510
Ballroom E	120' x 63'	7,560	756	504	510
Ballroom AB	COMBINED	15,185	1,519	1,012	1,020
Ballroom A-C	COMBINED	22,873	2,288	1,524	1,540
Ballroom A-D	COMBINED	30,498	3,051	2,032	2,050
Ballroom	COMBINED	38,058	3,807	2,536	2,560

### CALIFORNIA TERRACE

SPACE	RECEPTIONS
California Terrace	300

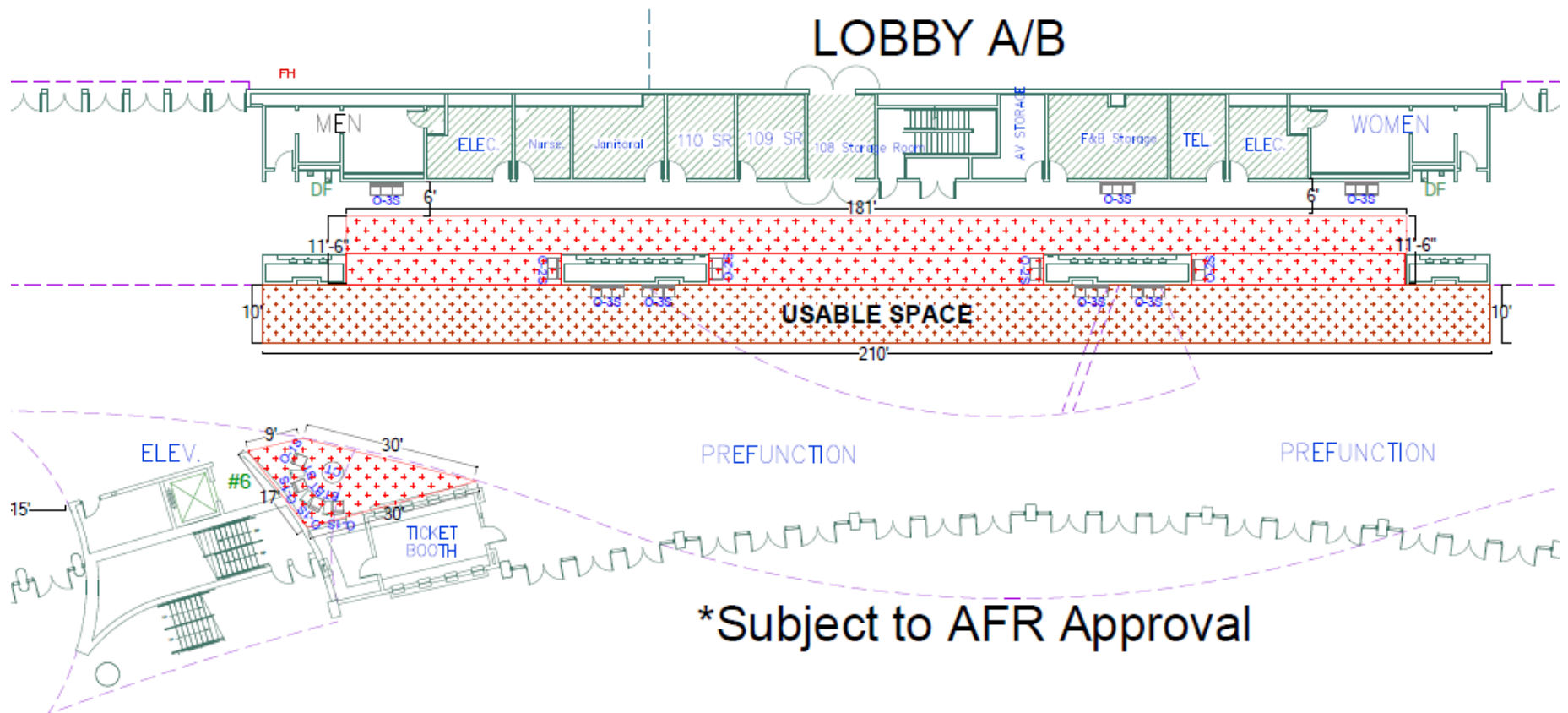


## USABLE SPACE – LOBBY A



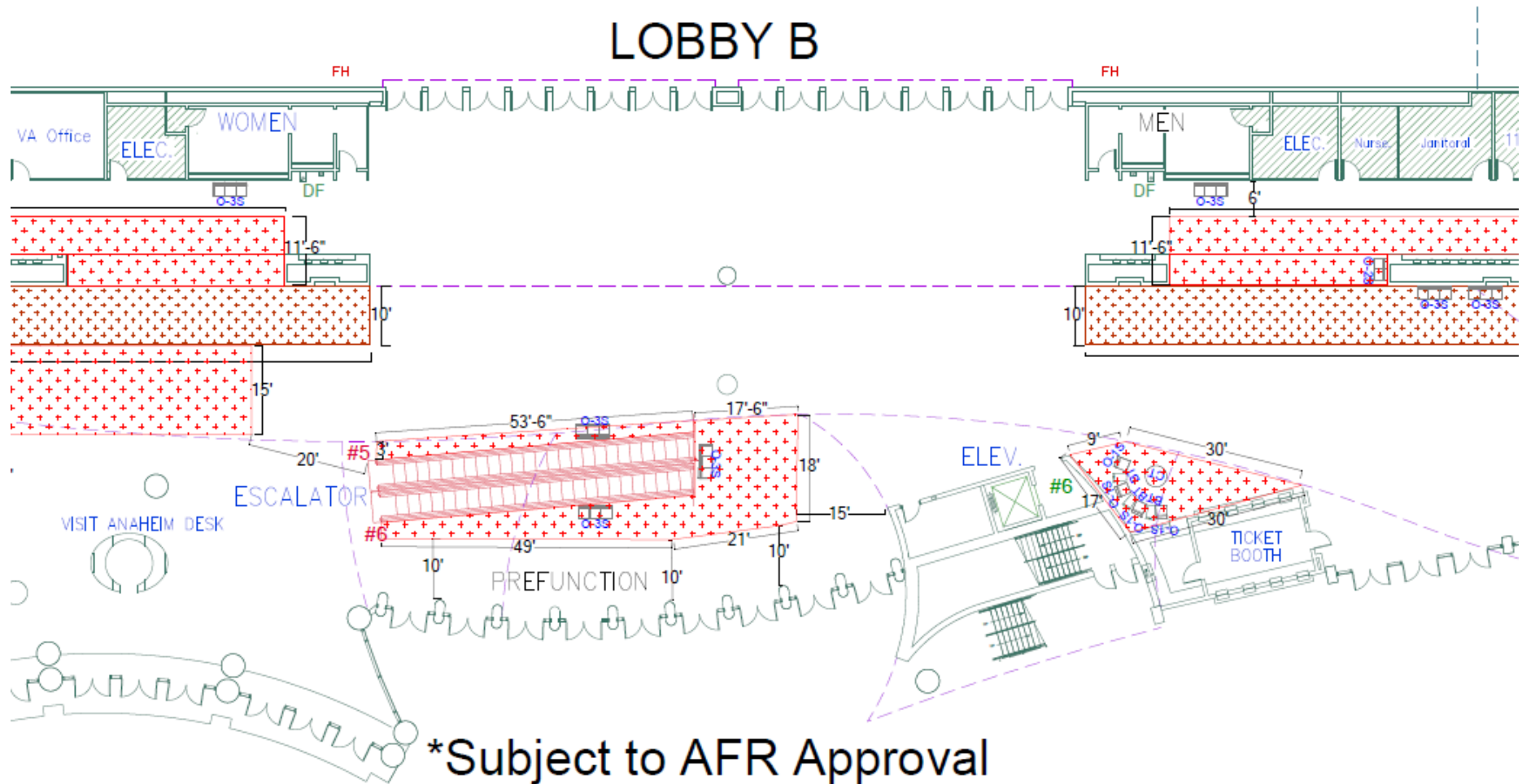


## USABLE SPACE – LOBBY AB



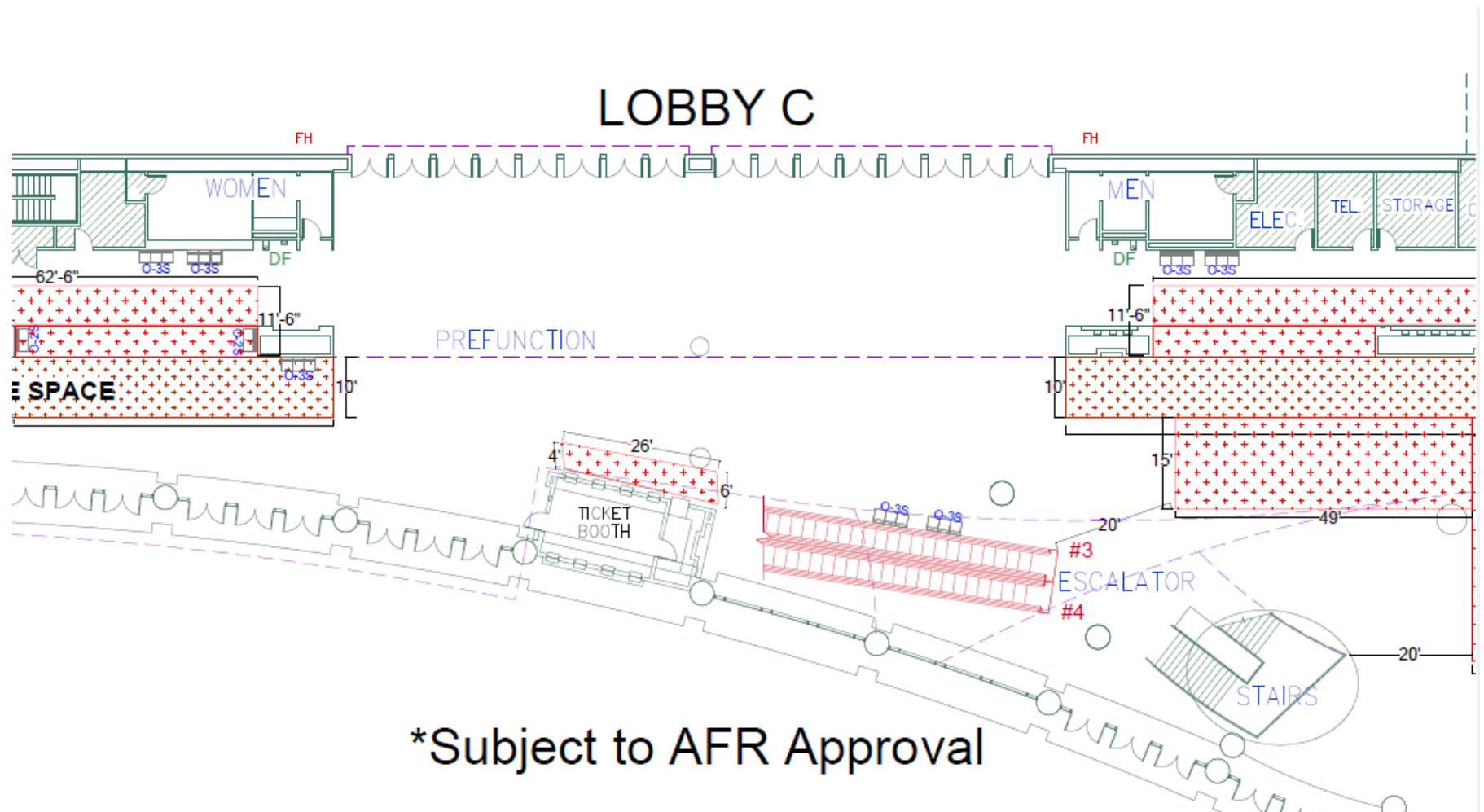


## USABLE SPACE – LOBBY B



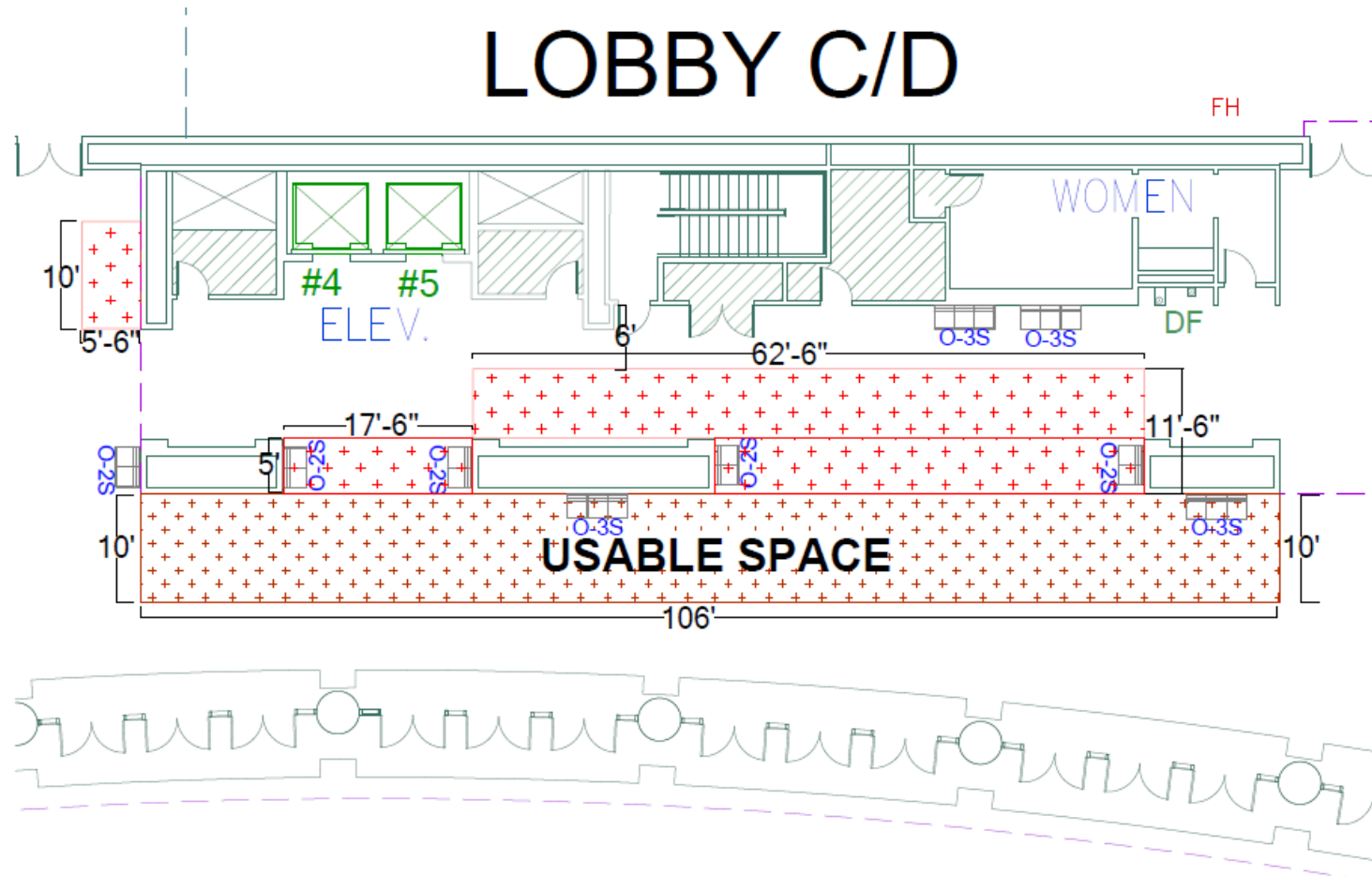


## USABLE SPACE – LOBBY C





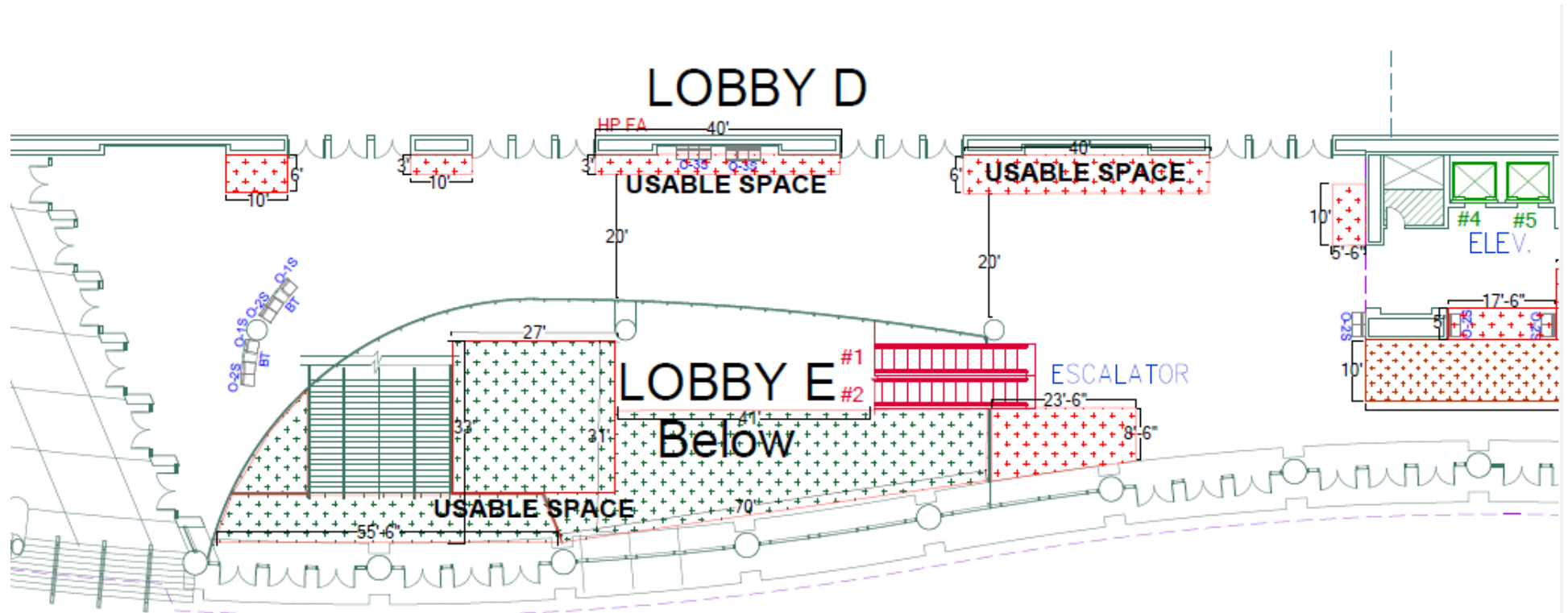
## USABLE SPACE – LOBBY CD



**\*Subject to AFR Approval**



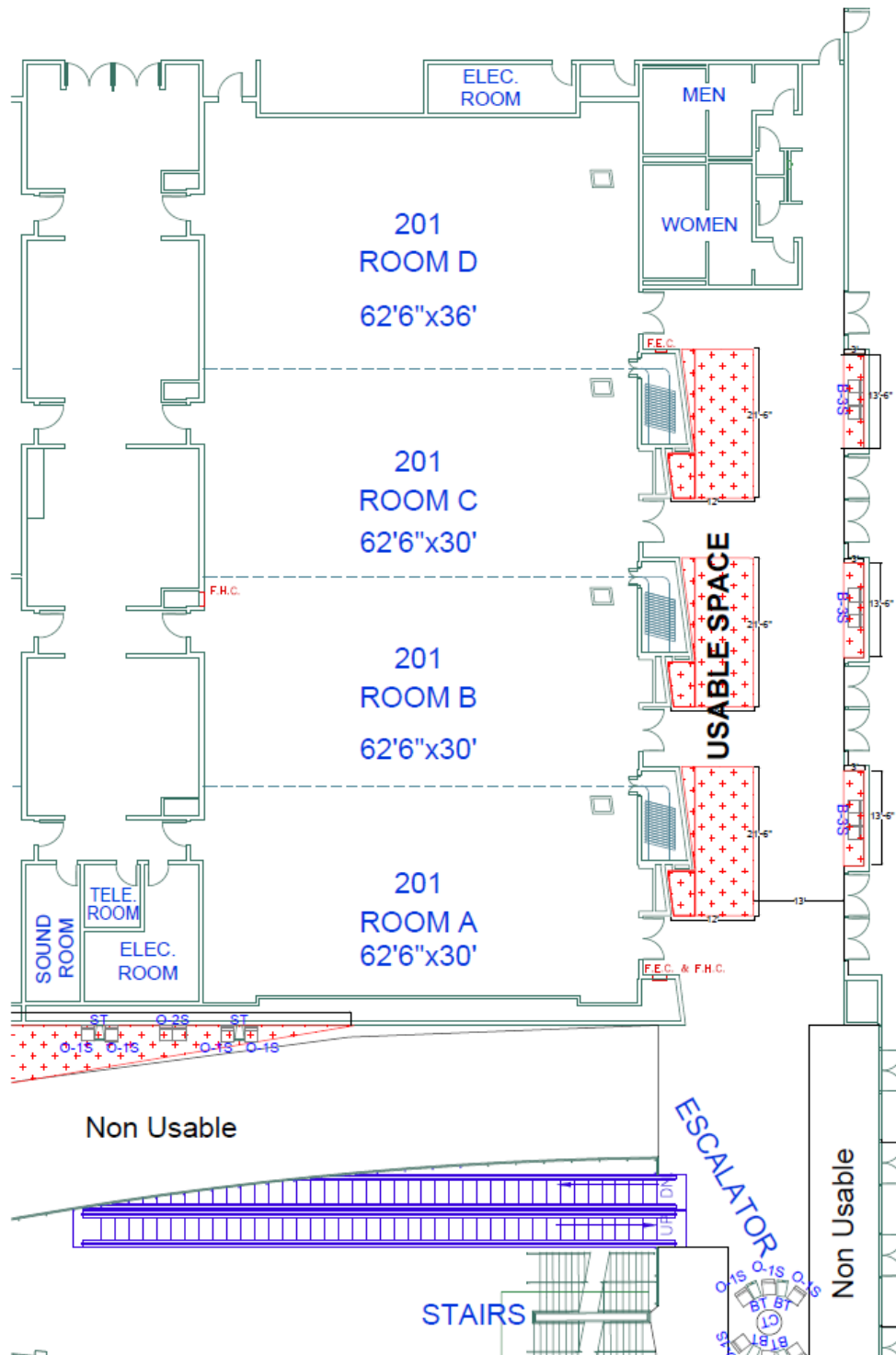
## USABLE SPACE – LOBBY D & E



\*Subject to AFR Approval

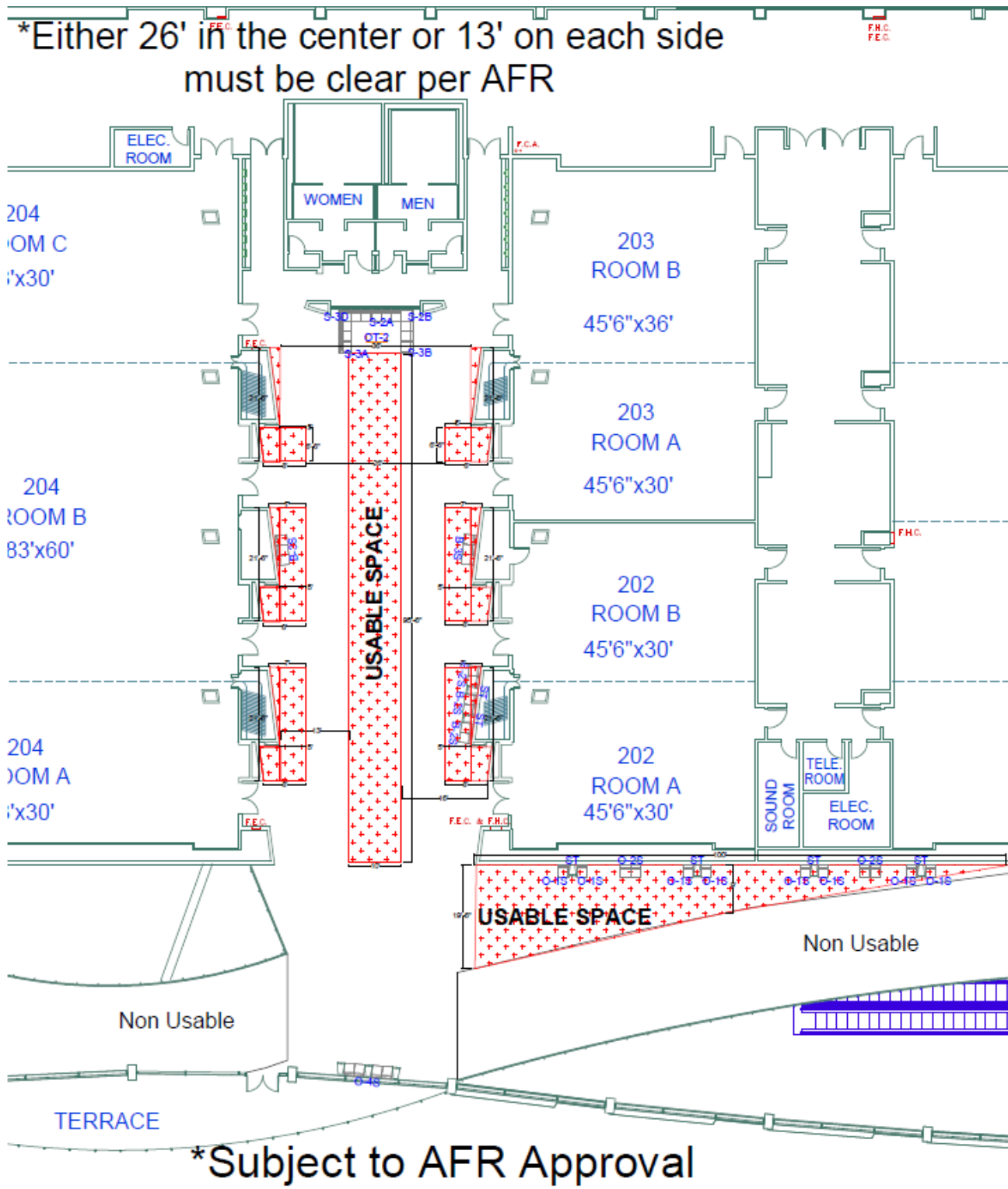


## USABLE SPACE – ACC SOUTH – 2<sup>ND</sup> FLOOR



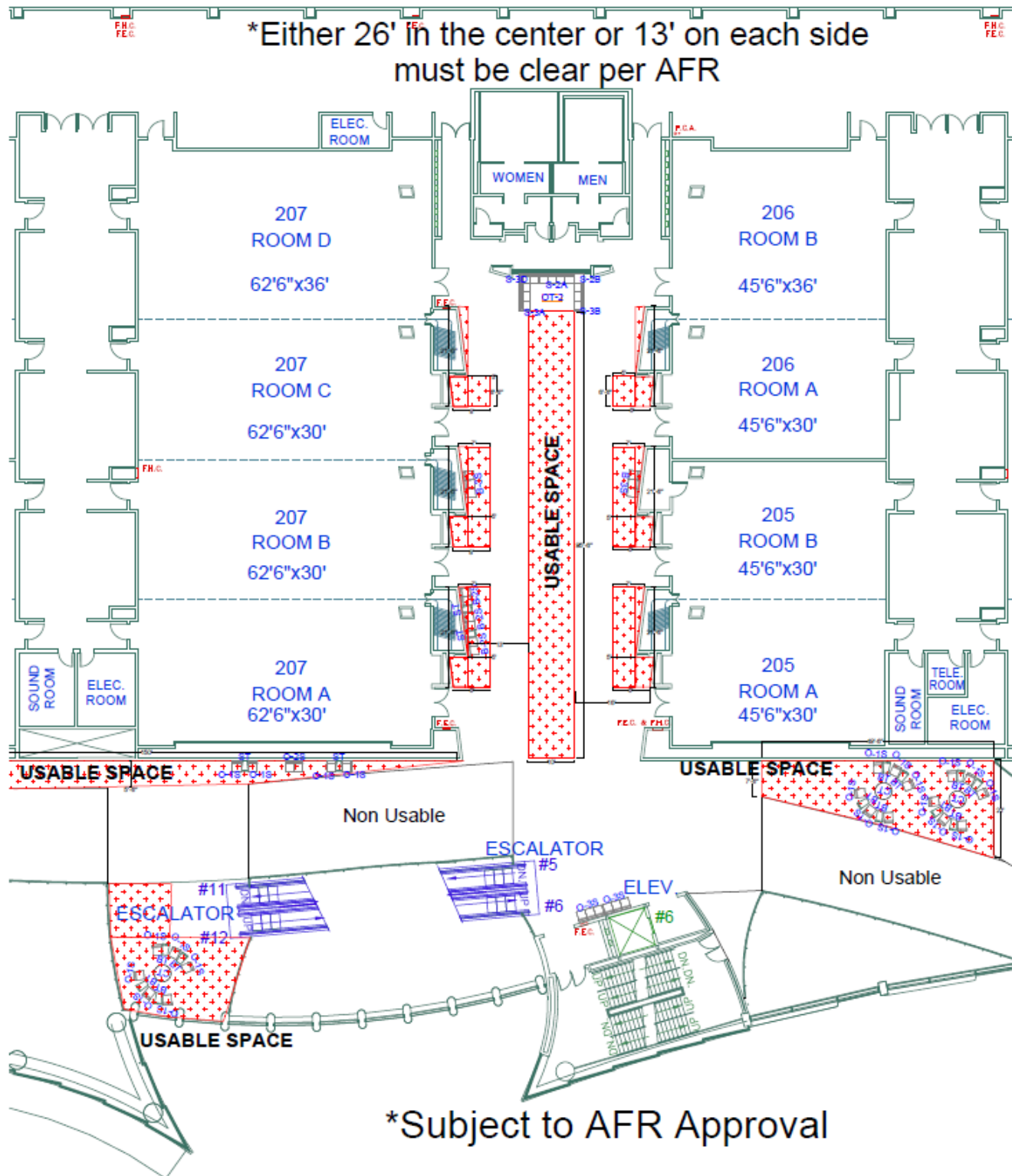


## USABLE SPACE – ACC SOUTH – 2<sup>ND</sup> FLOOR



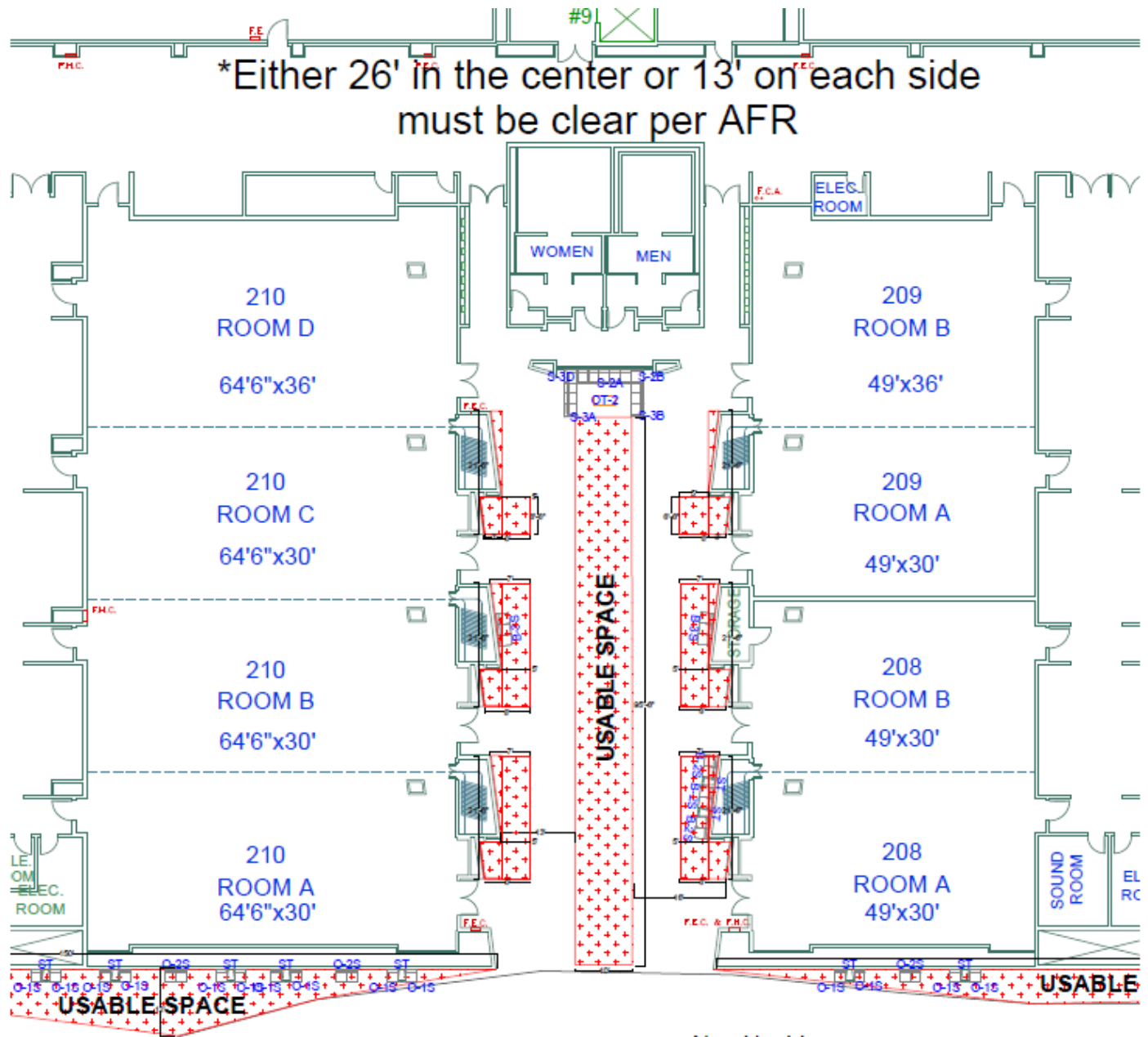


## USABLE SPACE – ACC SOUTH – 2<sup>ND</sup> FLOOR



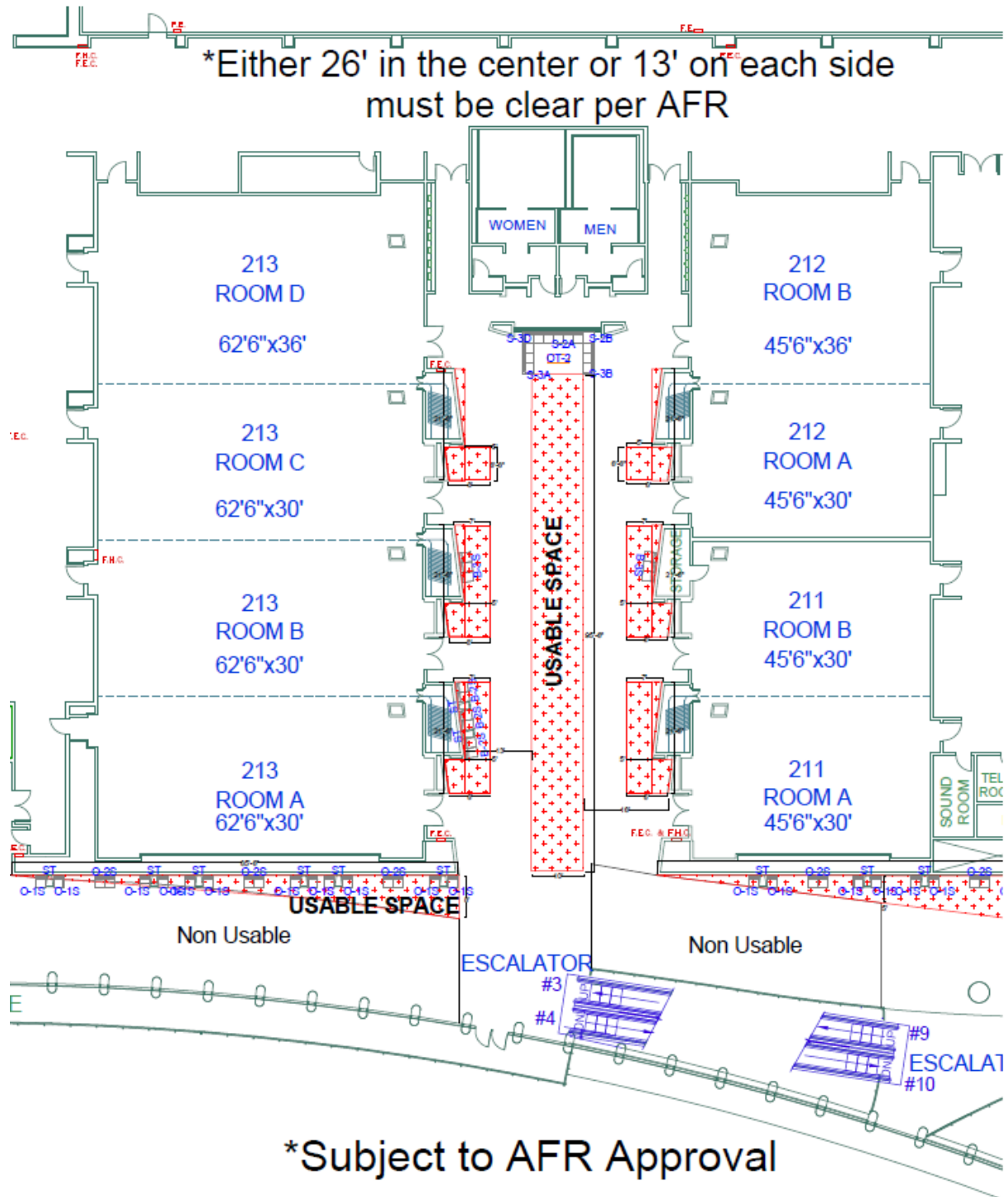


## USABLE SPACE – ACC SOUTH – 2<sup>ND</sup> FLOOR





## USABLE SPACE – ACC SOUTH – 2<sup>ND</sup> FLOOR

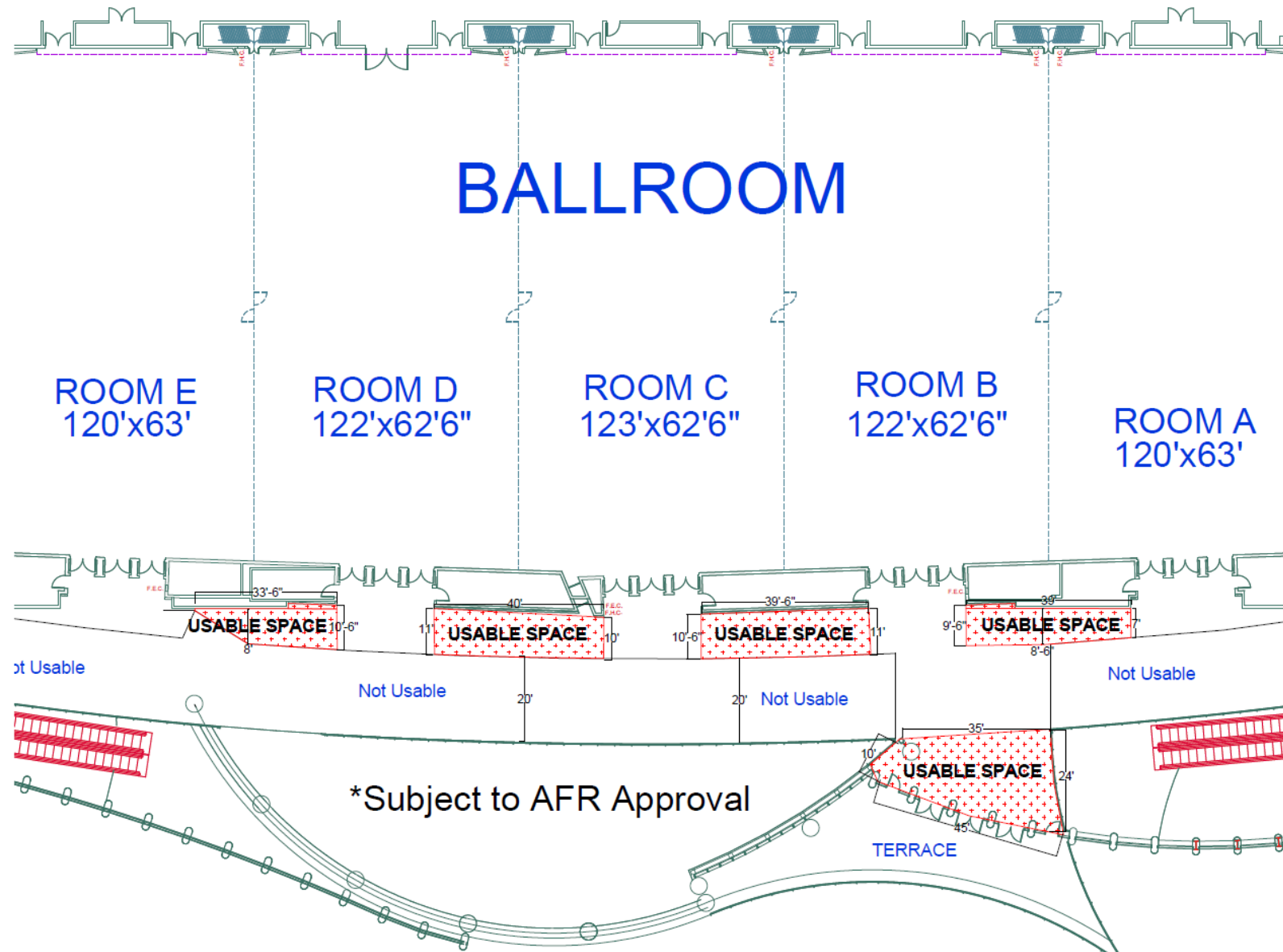




[illegible]



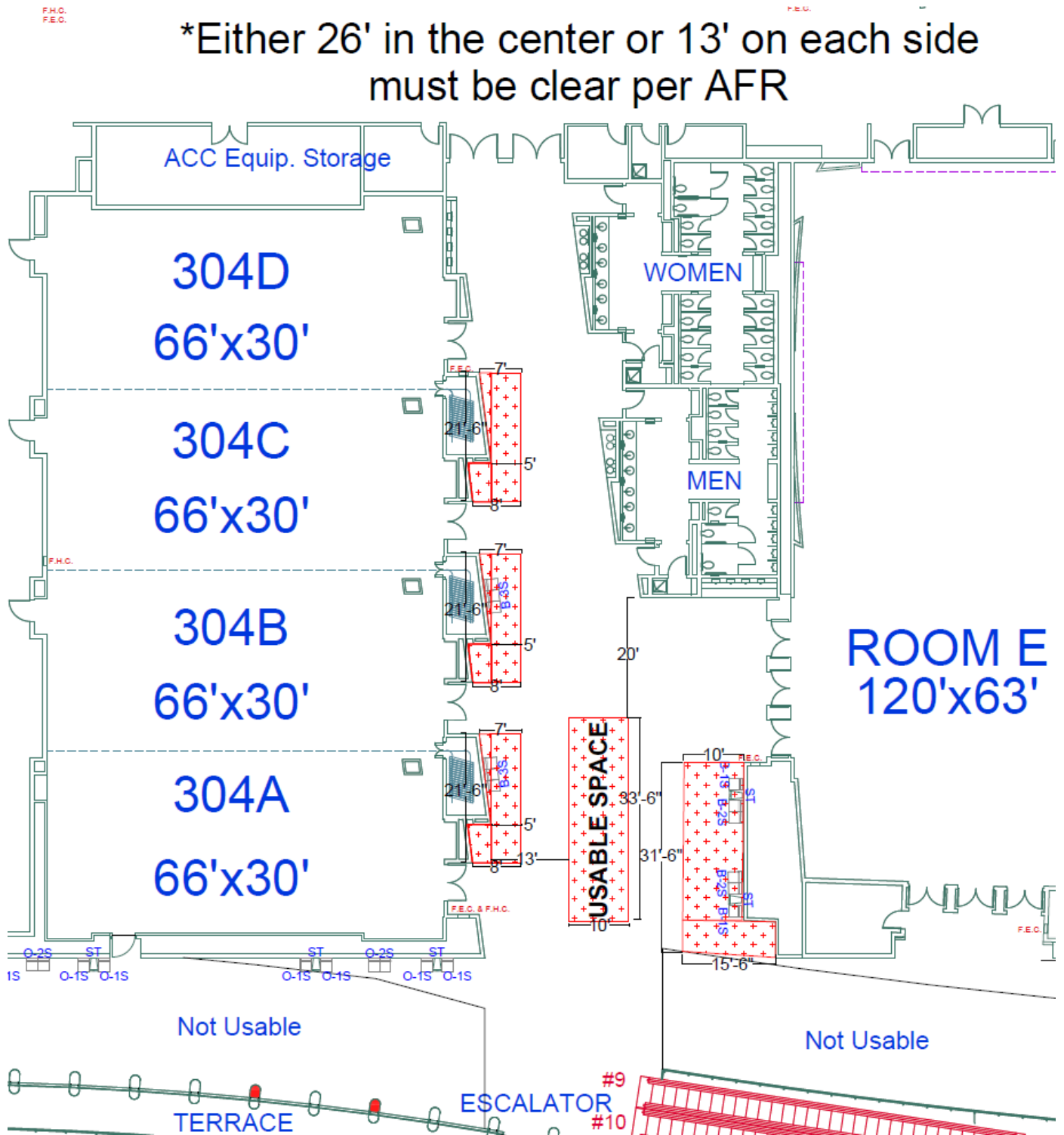
## USABLE SPACE – 3<sup>rd</sup> FLOOR





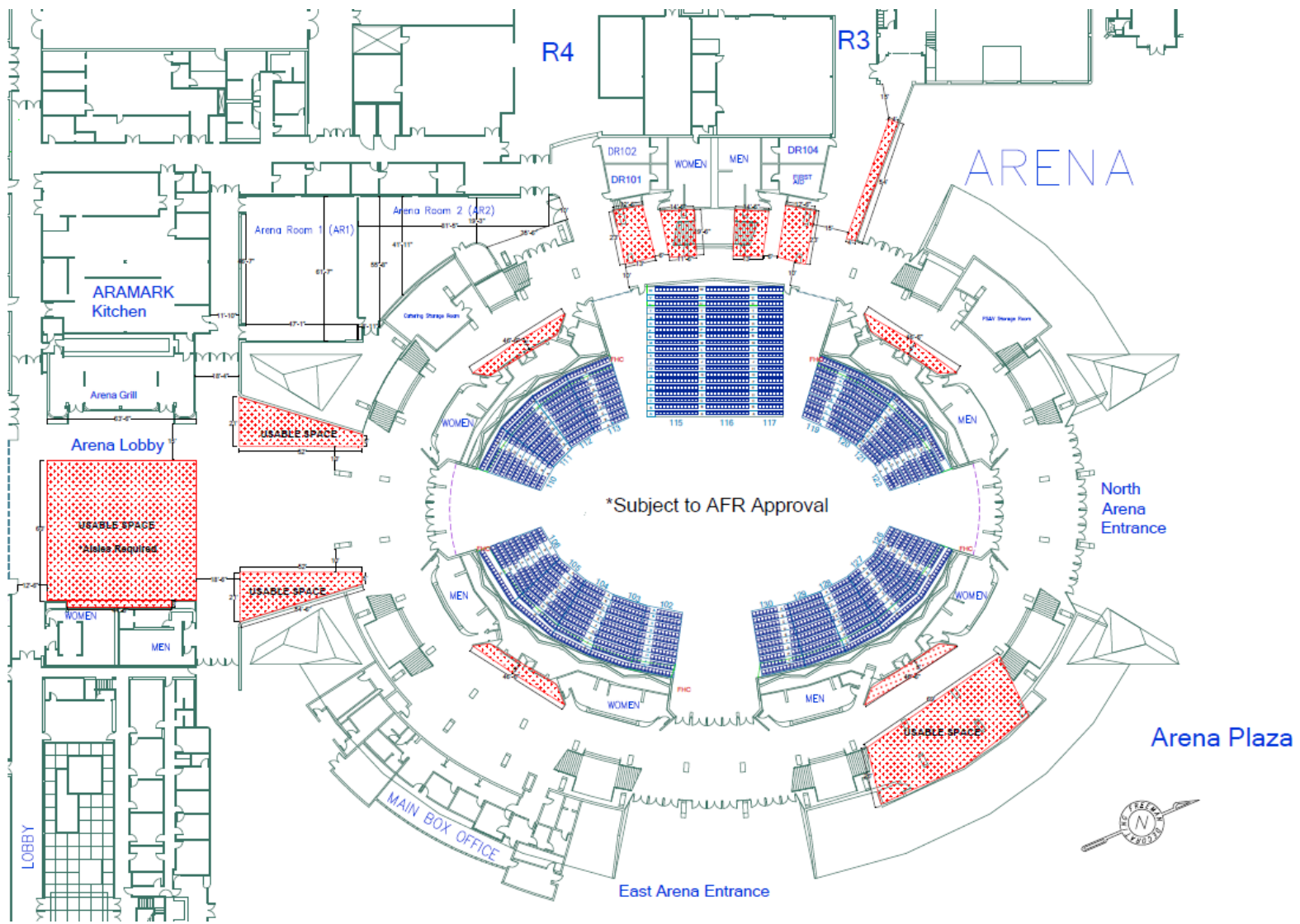
## USABLE SPACE – 3<sup>rd</sup> FLOOR

\*Either 26' in the center or 13' on each side must be clear per AFR





# USABLE SPACE – ARENA

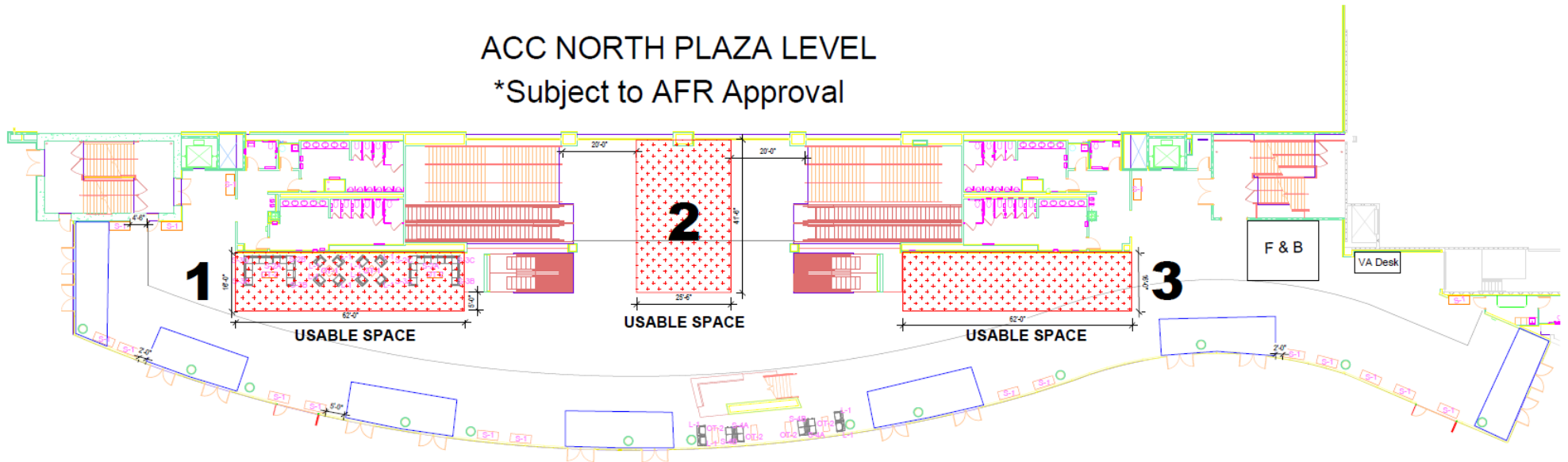




## USABLE SPACE – ACC NORTH – PLAZA LEVEL

### ACC NORTH PLAZA LEVEL

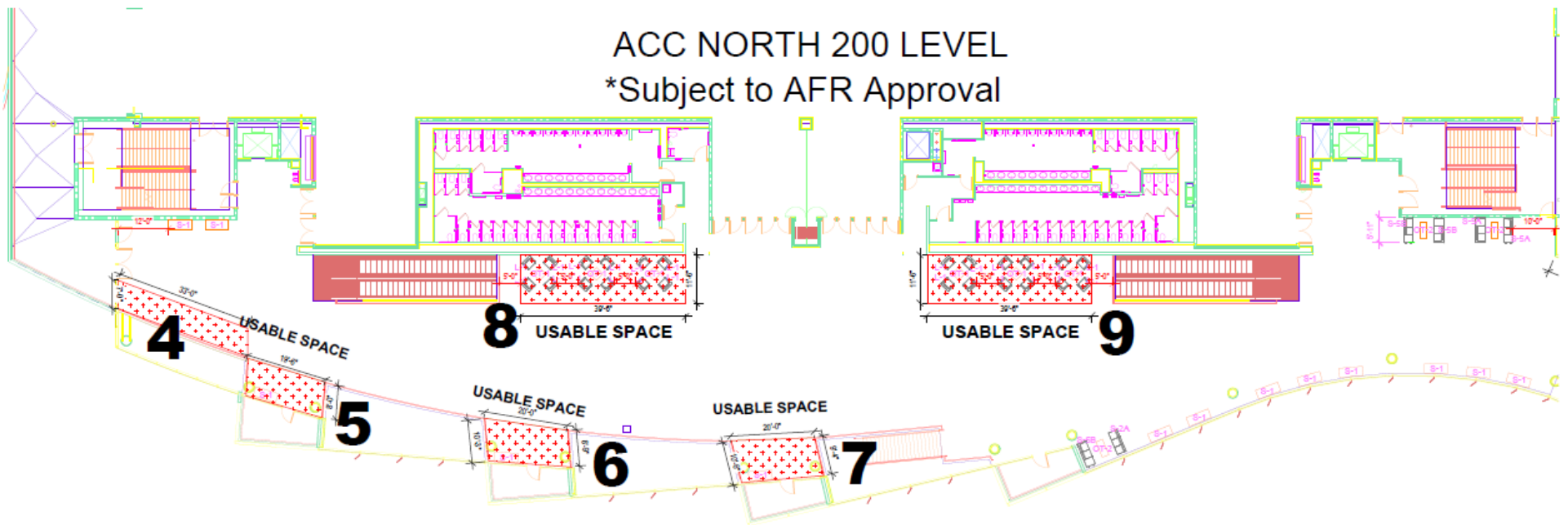
\*Subject to AFR Approval





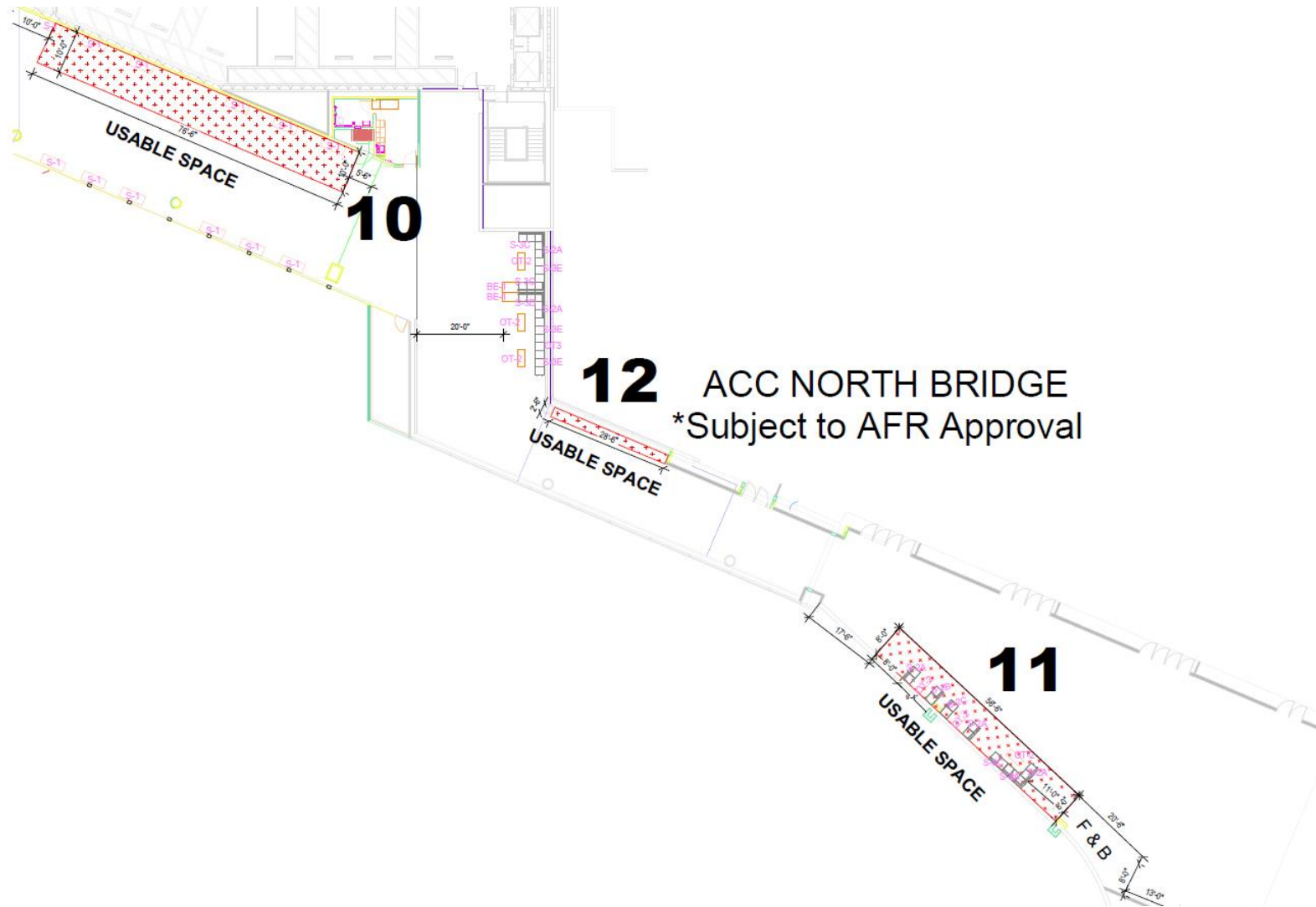
## USABLE SPACE – ACC NORTH – 200 LEVEL

ACC NORTH 200 LEVEL  
\*Subject to AFR Approval





## USABLE SPACE – ACC NORTH – 200 LEVEL SKYBRIDGE





## RATES, SERVICES, AND EQUIPMENT

### PERSONNEL SERVICES, TECHNICAL SERVICES, FACILITY EQUIPMENT, CLEANING SERVICES AND RESET FEES

PERSONNEL SERVICES	MINIMUM CALL	HOURLY RATE	MINIMUM CHARGE
<b>Crowd Control Supervisor<sup>1</sup></b>	4 Hours	\$35.00	\$140.00
<b>Crowd Control Personnel<sup>1</sup></b> (Fire Door Guards, Ushers, Ticket Takers)	4 Hours	\$33.00	\$132.00
<b>Complimentary Coat Check Attendant</b> (\$100.00 set-up fee plus labor)	4 Hours	\$32.00	\$128.00
<b>Booth Security</b>			
Arranged 15 days in advance	4 Hours	\$36.00	\$144.00
Arranged less than 15 days in advance	4 Hours	\$39.00	\$156.00
<b>Box Office Specialist</b>	4 Hours	\$50.00	\$200.00
<b>Parking Lot Cashier</b>	4 Hours	\$31.00	\$124.00
<b>Parking Lot Attendant</b>	4 Hours	\$31.00	\$124.00
<b>Parking Lot Captain</b>	4 Hours	\$33.00	\$132.00
<b>Registered Nurse<sup>1</sup> / EMT</b>	4 Hours	\$53.00	\$212.00
<b>Police Officer<sup>2</sup></b>	4 Hours	\$118.00	\$472.00
<b>Police Sergeant<sup>2</sup></b>	4 Hours	\$133.00	\$532.00
<b>Police Service Representative<sup>2</sup></b>	4 Hours	\$51.00	\$204.00
<b>Motorcycle Officer<sup>2</sup></b>	4 Hours	\$99.00	\$396.00
<b>Police Dispatcher</b>	4 Hours	\$86.00	\$344.00
<b>FT Traffic Control/Split Shift</b>	4 hours	\$40.00	\$160.00
<b>Traffic Control Assistant<sup>2</sup></b>	4 Hours	\$27.00	\$108.00
<b>Traffic Control Supervisor<sup>2</sup></b>	4 Hours	\$60.00	\$240.00
<b>Fire Personnel</b>	-	As Quoted	-
<b>Security Personnel</b>	4 Hours	\$40.00	\$160.00
<b>Electrician, HVAC Operator</b> (House Light/Sound Operator; HVAC)	1 Hour	\$105.00	\$105.00
<b>Cleaner/Set-Up Personnel</b>	1 Hour	\$37.00	\$37.00
<b>Service Shift Supervisor</b>	1 Hour	\$78.00	\$78.00
<b>Skilled Crafts Personnel</b> (Painter, Carpenter, Plumber)	1 Hour	\$90.00	\$90.00
<b>Forklift/Scrubber and Operator<sup>3</sup></b>	1 Hour	\$165.00	\$165.00
<b>Scissor Lift/Small Genie Lift and Operator<sup>3</sup></b>	1 Hour	\$190.00	\$190.00
<b>Snorkel Lift/100 Ft. Genie Lift and Operator<sup>3</sup></b>	1 Hour	\$215.00	\$215.00

**NOTE:** Time-and-one-half will be charged for all classifications on New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. In addition, the same premium will be charged for Electricians and Skilled Crafts on the holidays listed above, as well as on President's Day, Veteran's Day and the Friday following Thanksgiving Day. Double time will be charged for any electrician/HVAC technician labor calls that begin before 7 a.m. and end after 11:30 p.m. Client will be charged ½ hour of double time for an event start time of 7:00 a.m. for an Electrician and 1 hour of double time for an HVAC technician needed to provide lighting and/or heating /air conditioning. 5% Staffing fees may be assessed if contractual time deadlines are not met. A "House" Light/Sound Operator is required for all Arena events other than exhibit use.

<sup>1</sup> Personnel subject to a mandatory 15-minute pre-event orientation or shift overlap (approx. 6% of the total bill).

<sup>2</sup> Subject to change based on actual billings from the police department

<sup>3</sup> Subject to availability

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## RATES, SERVICES, AND EQUIPMENT

### PERSONNEL SERVICES, TECHNICAL SERVICES, FACILITY EQUIPMENT, CLEANING SERVICES AND RESET FEES

PERSONNEL SERVICES – (CONTINUED)	MINIMUM CALL	HOURLY RATE	MINIMUM CHARGE
Box Office Fee – Remote/Portable	Per Day	N/A	\$250.00
Box Office Fee – Main	Per Day	N/A	\$400.00
Permit Fee – (ACC Life Safety System on bypass- arranged 15 days in advance)	Per Day	N/A	\$50.00
Permit Fee- Late Fee - (ACC Life Safety System on bypass- less than 15 days)	Per Permit	N/A	\$50.00

TECHNICAL SERVICES		RATE	
Air Conditioning (non-show hours, by individual location)	Ballrooms A, B, C, D, or E	\$80.00	Per Hour
	Arena, Halls A, B, C, or E, ACC North Level 100 or 200	\$250.00	Per Hour
	Hall D	\$275.00	Per Hour
Audio Feeds (from all materials or to recordist)		\$25.00	Per Feed /Per Day
		\$70.00	Per Feed /Per Event
Audio/Visual Transmission Lines (selected locations)		\$100.00	Per Connection
Clear Com Intercom (includes 2 headsets) Extra Headsets		\$80.00	Per Day
		\$30.00	Per Set /Per Day
Lighting (full exhibit Hall lighting)	Halls A, B, C, or E, ACC North Level 100 or 200	\$150.00	Per Hour
	Hall D	\$200.00	Per Hour
Spotlight Rental	Supertrouper*	\$175.00	Per Day
	Trouperette*	\$100.00	Per Day
Removal of Lamps	Metal Halide	\$160.00	Per Fixture
	Fluorescent (2 Hours Minimum)	\$105.00	Per Hour
Microphone	Wireless Paging Microphone	\$140.00	Per Day
	Hard Wired Paging Microphone	\$40.00	Per Day
	Paging Microphone (Replacement Cost)	\$100.00	Each
	Microphone - Lavalier (Replacement Cost)	\$475.00	Each
	Microphone - Wireless (Replacement Cost)	\$400.00	Each
Power (800 amp, single source max)	3 phase, 208V	\$7.00	Per Amp
	1 phase, 110V	\$3.00	Per Amp
	1 phase, 208V	\$5.00	Per Amp
	Plug Strip, 20 amp, 120V	\$30.00	Per Strip
	Splitter Box (50 amp, 3 phase multi-use distribution box)	\$110.00	Each
	Power Adapter (Replacement Cost)	\$1,000.00	Each

\*Equipment must be installed, removed, and operated by ACC Electricians (or Facility approved labor at Client's expense).

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## RATES, SERVICES, AND EQUIPMENT

PERSONNEL SERVICES, TECHNICAL SERVICES, FACILITY EQUIPMENT, CLEANING SERVICES AND RESET FEES

TECHNICAL SERVICES		RATE	
Tape Removal	Exhibit Hall A	\$1,700.00	Per Event
	Exhibit Hall B	\$1,700.00	Per Event
	Exhibit Hall C	\$1,700.00	Per Event
	Exhibit Hall D	\$2,500.00	Per Event
	Exhibit Hall E	\$1,700.00	Per Event
	Arena Floor	\$500.00	Per Event
Black Mark Removal	Exhibit Hall A	\$400.00	Per Event
	Exhibit Hall B	\$400.00	Per Event
	Exhibit Hall C	\$400.00	Per Event
	Exhibit Hall D	\$575.00	Per Event
	Exhibit Hall E	\$400.00	Per Event
	Arena Floor	\$100.00	Per Event
	Grand Plaza	\$250.00	Per Event
	Arena Plaza	\$250.00	Per Event
Grease Removal	Grand Plaza	\$85.00	Per Event
	Arena Plaza	\$85.00	Per Event
Box Office Cleaning		\$150.00	Per Event
Carpet Tile (Replacement Cost)		\$150.00	Per Tile
Carpet Tape (3M Clear Tape)		\$40.00	Per Roll
Replacement of Portable Light Dimmers (Charge applies if not returned)		\$210.00	Per Unit
iPad Controller (Replacement / Lost)		\$350.00	Per Unit
Lighting Control Console (Replacement/Lost)		\$570.00	Per Unit
Wireless Receiver (Replacement Cost)		\$700.00	Each
*Equipment must be installed, removed, and operated by ACC Electricians (or Facility approved labor at Client's expense).			

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## RATES, SERVICES, AND EQUIPMENT

PERSONNEL SERVICES, TECHNICAL SERVICES, FACILITY EQUIPMENT, CLEANING SERVICES AND RESET FEES

FACILITY EQUIPMENT		RATE	
Low Boy		\$800.00	Each
Recycle Processing	Recycle Processing Compactor - Up to 8 Tons	\$1,020.00	Each
Recycle Processing (14 day advance notification required for this service)	Recycle Processing ½ Compactor - Up to 8 Tons	\$510.00	Each
	Recycle Processing DOB 30 Yard Roll Off - Up to 8 Tons	\$900.00	Each
	Recycle Processing ½ DOB 30 Yard Roll Off - Up to 8 Tons	\$450.00	Each
	Compostable Material Bin - Up to 8 Tons	\$1,250.00	Each
Waste Characterization Report* (14 day notification required; subject to availability)		\$400.00	Per Bin
Easel		\$15.00	Each
Lectern		\$45.00	Each / Per Day
Barricade		\$15.00	Each
Room Set Change (Contact Event Manager for entire room re-set rate)		\$37.00	Per Hour (1 hour min.)
Key	Room Key	\$10.00	Each
	Re-Key (High Security)	\$65.00	Each
	Hall E Re-Key (High Security)	\$300.00	Per Hall
	Keys Not Returned	\$85.00	Each
Portable Equipment	Basketball Floor	\$3,630.00	Per Event**
	Basketball Floor Protective Covering	\$880.00	Per Event
	Scoreboard	\$250.00	Per Event (Flat Fee)
	Chairs	\$4.50	Per Chair / Per Event
	Dance Floor (3' x 3' sections)	\$13.00	Per Section**
	Dance Floor (4' x 4' sections)	\$13.00	Per Section**
	Stage Risers	\$32.00	Per Unit**
	Rope & Stanchion	\$11.00	Per Unit**
	Tables	\$24.00	Per Table**
	Tables, skirted	\$32.00	Per Table**
	Tablecloths (85" x 85")	\$9.00	Each
	Tablecloths (8'x6')	\$21.00	Each
	Tablecloths (120 Round)	\$23.00	Each
	Table Drapes	\$21.00	Each
	Vinyl Table Covering	\$1.50	Per Linear Foot

\* Rate subject to change based on actual billing from vendor.

\*\*Set in place.

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## RATES, SERVICES, AND EQUIPMENT

### PERSONNEL SERVICES, TECHNICAL SERVICES, FACILITY EQUIPMENT, CLEANING SERVICES AND RESET FEES

#### MEETING ROOM RESET FEES

MEETING ROOM	RESET FEE
201-A	\$218.00
201-B	\$218.00
201-C	\$218.00
201-D	\$268.00
201-ABCD	\$920.00
202-A	\$160.00
202-B	\$160.00
202-AB	\$320.00
203-A	\$163.00
203-B	\$188.00
203-AB	\$350.00
204-A	\$288.00
204-B	\$540.00
204-C	\$345.00
204-ABC	\$1,173.00
205-A	\$160.00
205-B	\$160.00
205-AB	\$320.00
206-A	\$163.00
206-B	\$188.00
206-AB	\$350.00
207-A	\$218.00
207-B	\$218.00
207-C	\$218.00
207-D	\$268.00
207-ABCD	\$920.00
208-A	\$175.00
208-B	\$175.00
208-AB	\$350.00
209-A	\$178.00
209-B	\$203.00
209-AB	\$380.00

MEETING ROOM	RESET FEE
210-A	\$218.00
210-B	\$218.00
210-C	\$218.00
210-D	\$268.00
210-ABCD	\$920.00
211-A	\$160.00
211-B	\$160.00
211-AB	\$320.00
212-A	\$163.00
212-B	\$188.00
212-AB	\$350.00
213-A	\$218.00
213-B	\$218.00
213-C	\$218.00
213-D	\$268.00
213-ABCD	\$920.00
303-A	\$230.00
303-B	\$230.00
303-C	\$230.00
303-D	\$230.00
303-ABCD	\$920.00
304-A	\$230.00
304-B	\$230.00
304-C	\$230.00
304-D	\$230.00
304-ABCD	\$920.00
Ballroom-A	\$1,250.00
Ballroom-B	\$1,250.00
Ballroom-C	\$1,250.00
Ballroom-D	\$1,250.00
Ballroom-E	\$1,250.00
Ballroom-ABCDE	\$6,250.00

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## RATES, SERVICES, AND EQUIPMENT

PERSONNEL SERVICES, TECHNICAL SERVICES, FACILITY EQUIPMENT, CLEANING SERVICES AND RESET FEES

### MEETING ROOM RESET FEES – ACC NORTH

MEETING ROOM	RESET FEE
151	\$421.00
152	\$650.00
153	\$458.00
154	\$692.00
155	\$697.00
156	\$692.00
157	\$697.00
158	\$728.00
159	\$697.00
160	\$733.00
161	\$702.00
162	\$702.00
163	\$702.00
251-A	\$219.00
251-B	\$229.00
251-C	\$229.00
251-ABC	\$676.00
252-A	\$224.00
252-B	\$224.00
252-C	\$224.00
252-ABC	\$671.00
253-A	\$224.00
253-B	\$224.00
253-C	\$333.00
253-ABC	\$780.00
254-A	\$224.00
254-B	\$224.00
254-AB	\$447.00
255-A	\$229.00
255-B	\$229.00
255-C	\$229.00
255-ABC	\$686.00

MEETING ROOM	RESET FEE
256-A	\$281.00
256-B	\$281.00
256-AB	\$562.00
257	\$697.00
258-A	\$281.00
258-B	\$281.00
258-AB	\$562.00
259-A	\$224.00
259-B	\$224.00
259-AB	\$447.00
260-A	\$229.00
260-B	\$229.00
260-C	\$229.00
260-ABC	\$686.00
261-A	\$281.00
261-B	\$281.00
261-AB	\$562.00
262-A	\$151.00
262-B	\$156.00
262-C	\$156.00
262-ABC	\$463.00
263-A	\$156.00
263-B	\$156.00
263-C	\$156.00
263-ABC	\$468.00
264-A	\$156.00
264-B	\$156.00
264-C	\$230.00
264-ABC	\$541.00

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## ACC NORTH

### SPACE OVERVIEW

#### Plaza Level

- Street Level entrance
- Visit Anaheim Satellite Concierge Desk
- Charging station underneath the main staircase with (18) plug-ins
- Equipment Lift for move-in/move-out

#### 100 Level

- 100,000 square feet of flexible space with (10) columns
- Maximum of (13) meeting rooms (ranging from 3,435 – 5,720 square feet)
- (2) show offices: North Show Office A & North Show Office B (accessible from rooms 154 or 158 and the service corridor)
- Registration and signage can be placed in the Plaza Level lobby (Plaza Level Lobby is public space.)

#### 200 Level

- 100,000 square feet of column less, flexible space
- Maximum of (35) meeting rooms (ranging from 1,200 – 5,325 square feet)
- Katella Terrace: 10,000 square feet of outdoor space (booked separately)
- Bridge Connection to ACC South
- Registration and signage can be placed in the 200 Level lobby (Plaza Level Lobby is public space.)

#### Car Park #1

- Parking garage adjacent to ACC North
- Features 1,350 parking spaces (event parking based on availability)
- Interstitial parking located on Levels 3 & 4
- Level 5: same level as ACC North, Level 200 & features freight door access into the 200 level

### GENERAL INFORMATION

#### Ceiling Height/Height Restrictions

- 25' on each level; 23' restriction on both levels due to Anaheim Fire & Rescue regulations

#### Freight Door Dimensions

100 Level, East Door:	119.5" High x 172" Wide
100 Level, West Door:	119.5" High x 158" Wide
200 Level:	119.25" High x 180" Wide

#### Freight Elevator Dimensions

##### Elevator #14

Freight Elevator Door:	13' wide x 7' high
Freight Elevator Cab Size:	155 ½" wide x 187" deep
Maximum Weight Load:	12,000 pounds

##### Elevator #15

Freight Elevator Door:	12'-8" wide x 7'-11" high
Freight Elevator Cab Size:	156" wide x 106" deep
Maximum Weight Load:	12,000 pounds



## GENERAL INFORMATION – (CONTINUED)

### Weight Loads

- 100 Level: 350 PSF
- 200 Level: 250 PSF or HS15-44 axle load
- Pre-function Space: 100 PSF
- Service Corridors: 125 PSF
- Bridge Connection: 100 PSF
- Parking Levels: 40 PSF
- Roof: 20 PSF (Reducible)

Please see the *ACC Floor & Rigging Loads* document for additional information.

## AIR WALLS

There are (600) air wall panels on the 100 Level and (800) panels on the 200 Level. It is estimated that the full set-up of the space will take approximately (10) staff members working (9-10) hours. This time estimate is to move air walls only and does not include the set-up of equipment. Air wall movement will need to be scheduled and coordinated with your Event Manager.

NOTE: No equipment can be stored in any air wall closets.

## BRANDING

### General Information

Show branding is permitted in the exterior areas of ACC North. No commercial or sponsored graphics are permissible. A detailed signage plan is required at least (30) days in advance of the event. The plan should include location, type of signage, and dates of installation/dismantle. All signage locations and verbiage are subject to approval.

### Clings

Clings are permitted on the glass windows/doors on the west, north, and south sides of the building; however, the ACC North graphic cannot be covered up or obstructed. In the Plaza Level, no clings are permitted on the wood façade. Select windows are approved for clings on the Bridge Connection. Also, clings are approved on all walls within the Bridge Connection. Floor clings/graphics are approved on carpet only and no clings are permitted on terrazzo flooring.

### Banners

There are no exterior hang points for ACC North. All branding on the exterior windows must be via the installation of clings.

#### Bridge Connection

The existing banner hanging rod locations may be used for banner placement. No banners may be installed from the beams.

#### Katella Terrace

No banners may be installed on the railing of the Katella Terrace.

#### Small Balconies

Banners may be installed on the five small balconies on the west side of the building; however, the length of the banners cannot extend lower than the bottom of the railing. There is an additional banner install location on the two support columns located on the southwest exterior directly underneath the Bridge Connection. A banner may be installed in this location and eyebolts are available for this purpose.

## ELECTRICAL

All electrical services must be provided by an approved provider that has a current and valid agreement with the ACC.

Please see *Electrical & Plumbing Providers* document for the current listing of approved providers.

- Electrical boxes are located on the floor of each level. The boxes are located on a 30' x 30' grid. The floor boxes are designed for convenience in flexible access of power and utilities. The boxes are connected via a conduit "bailout" system which allows large power cable distribution under the floor to minimize cable ramping. The loading dock bays have additional points of entry to the bailout system to facilitate cabling access for the shows. The 100 Level and 200 Level have



## ELECTRICAL – (CONTINUED)

dedicated high amperage show power “Company Switches” that serve in addition to the floor boxes. ACC floor boxes should only be opened by approved electrical providers or ACC Electrical team.

Both levels have (2) 400amp and (2) 200amp gears. There are auxiliary company switches on the loading dock, which can feed both levels via wall access on the 100 Level and vertical bailout access to the 200 Level. All power is fed 208/120v 3ph. The floor boxes on the 100 Level are 100amp total distributed and includes standard 120v gfci, 30amp 3ph or Hubbell pin and sleeve. Level 200 has two box configurations: 100amp total and 60amp total alternating every other box. The modes of distribution are respectively similar, but different in amperage.

- There is power in the ceiling for rigging and signage. The ceiling power is 30amp 3phase at every 30 feet.
- There are also 30amp 3phase convenience outlets and data jacks on the walls throughout the entire public space. The pre-function areas also include 60amp floor boxes near the exterior walls and 100amp dedicated pin and sleeve power distributed north and south on the interior walls.
- The balcony spaces also have 120v power and network data connectivity.
- It is not required to line up the booths to an electrical grid; however, you run the risk of having a box in the middle of a booth or aisle where it may be inconvenient to access.

**NOTE:** All utilities come from floor boxes including air, gas, water, phone & internet. ACC North is fully air piped with a compressor hook up located at the loading dock; however, compressors are not permitted in the building.

## EVENT SECURITY

Security coverage is required for events. The ACC requires a minimum of one (1) crowd control/security personnel per five hundred (500) attendees and at each freight door when in use. Depending upon the type of event, additional security may be required. The ACC has the right to determine the minimum level of security required for each event.

For all events at the Anaheim Convention Center requiring event security, client has the option to hire ACC Crowd Control or any registered (i.e., current PPO License) security company of their choice.

## FIRE ALARM SYSTEM/FIRE LANES

### General

The ACC North has (1) fire zone. An alarm on either level will result in an evacuation of the entire building.

### Fire Bypass

In order to conduct hazing or pyrotechnics, a request must be made to your Event Manager in advance of the event. The ACC requires (1) Security Guard at the fire panel & (3) Crowd Control personnel for fire watch purposes. Clients are billed at the current prevailing rates.

### Beam Detectors

There are beam detectors in the ceiling of both the Plaza Level Lobby and the 200 Level Lobby. These detectors connect to detect points that cannot be broken. Therefore, some rig points in each lobby are not usable. If the beam connection is obstructed, then the fire alarm system will activate. If any work is being done on lifts in the lobbies, please provide your Event Manager with the approximate date/time of the work. The fire alarm system will need to be placed in bypass during this time. If an approximate date/time is not provided and Anaheim Fire & Rescue is called to the false alarm triggered by this work, then the ACC will bill the GSC or client for the service call-out.

### Fire Access Lanes

There are (2) fire access lanes on the north side of ACC North (Katella Ave) that need to be kept clear at all times.

### Arena Plaza

There is a 20-foot fire lane in the Arena Plaza. It is located on the west side of ACC North between the Plaza Level entrance and the Arena Plaza Fountain. Also, there is a fire hydrant located in the Arena Plaza just north of the east Arena entrance doors that requires clearance. No equipment may be placed in this area. Please speak with your Event Manager for additional details.



## FIRST AID/MEDICAL SERVICES

The primary First Aid Office is located in the 200 Level Lobby.

### Event Days

Medical services personnel are required for all event days with an anticipated attendance of three hundred (300) or more people. Personnel will be assigned to begin no later than thirty (30) minutes prior to the show's opening to attendees or exhibitors, whichever comes first, and will remain on duty after the event is over and until ACC Management is satisfied that the area has been cleared of attendees.

A minimum of one medical services personnel is required, but additional personnel may be requested by Client.

### Move-In & Move-out Activity

For move-in/move-out activity, medical services personnel are recommended.

Additional staffing requests should be made at least fourteen (14) days prior to the requested date.

### Note:

It is the ACC's decision with respect to the number of required medical services personnel and designated first aid locations that will be used. This determination will be based upon the projected attendance of the event, the space, or spaces to be used, any past history of medical calls for the event (if any), and any specialized event or event activity where the risk of injury is increased.

## FLOOR PROTECTION

- When rolling handcarts, show boxes, electrical carts, hand pulled pallet jacks, etc. on any carpeted area, reinforced visqueen must be used to create a path for all equipment.
- For heavy mechanized lifts (forklift, scissor lift, motorized pallet jack, etc.), there must be a path of reinforced visqueen covered by masonite in place. In lieu of reinforced visqueen & masonite, the product Cover Guard Temporary Surface Protection Model #CG 4036 DP may be used. Please note that the edges must be taped down to avoid any trip hazards and the product must be well kept. **This carpet protection is required whenever equipment is moved.**

### Approved Tape

The ACC has two approved tapes that must be used when taping down cords/lines in any carpeted space. The tapes are **3M Clear Scotch Tape #3565 or Bron AV Cord Tape BT-279S**. If an identifying colored or warning tape needs to be used, the 3M 3565 tape must be placed on the carpet first. No other tape is permitted. For the terrazzo flooring, the only approved tape for use is painter's tape.

No items are permitted to be taped or affixed to any surfaces without prior approval from ACC management.

## INTERNET

Smart City Networks (Technology Services) is the exclusive data provider for the ACC. Their services include client and exhibitor telecommunication services, voice, data, internet, networking/custom configuration services, cable TV, and connectivity to such services. Cable pulling is exclusive to Smart City Networks as well.

The ACC North network consists of the following:

- 10 Gig Back Bone with a 10 Gig backup
- High density Cisco wireless
- Gigabit backbone
- Cisco Gigabit switches
- Fiber optics on a 30X30 grid on each floor
- All cabling is Cat6

## LACTATION ROOM

- There is a lactation room available on the Plaza Level.



## LIGHTING

- LED dimmable lights are available throughout the space.
- Lights can be disabled individually as a preset function.
- Lights that are turned ON in a partitioned space can be dimmed from OFF, 20%, 40%, 60%, 80% and 100%. Lights that have been turned OFF do not have a secondary dim up feature; they simply remain off.
- Labor charges may apply for light programming. There may be a minimum (2) hour labor charge per the current prevailing rates.
- For general sessions, an iPad will be provided to the designated AV representative. The IPAD must be returned at the end of the show. If the iPad is not returned, then a charge for full replacement will appear on the client's bill.

## MOVE-IN/MOVE-OUT

### Doors Open During Move In & Move Out

At ACC North, the south doors will be open for move-in/move-out.



### Street Level

The first-floor lift should be used to move equipment in and out on the Plaza Level. The accordion doors may also be used. Only hand carry items are permitted.

### Docks

#### Dock Spaces

There are (6) dock spaces that are accessible via Hotel Way. Docks are non-exclusive and must be shared between the ACC North 100 & 200 levels.

#### Hotel Way

During move-in & move-out, the General Service Contractor (GSC) is required to provide personnel at the dock entrance on Hotel Way. Staging and/or line-up on Hotel Way is prohibited at all times.

#### Propane Storage

There is no propane storage in ACC North. Propane storage is located in the crate storage area which is located on the east side of Car Park #6.

#### Storage

There is no storage in ACC North.

#### Truck Cabs

Sleeper CABs are not recommended due to the required turning radius of the trucks. Yard Dogs can be utilized and a day CAB may work. All semi-trucks can only move-in/move-out through the ACC North docks.



## MOVE-IN/MOVE-OUT – (CONTINUED)

### Level 5 Ramp

- At this time, General Service Contractors will not be able to rent this level for exclusive use; however, staging may take place on a case- by-case basis with ACC Management approval. There may be a cost associated with this request.
- No semi-trucks are permitted on the Level 5 Ramp. Box trucks may be allowed with approval by ACC, but nothing over fifteen (15) tons. Forklifts used on the 200 level need to be brought up to this level via the ramp.
- There is no height restriction for the ramp.
- Weight load: 250 PSF.
- If the 200 Level freight doors will be used for move-in/move-out, please notify your Event Manager.
- Disabled parking spaces cannot be blocked at any time.
- During move-ins/move-outs (when Car Park #1 is closed), personnel will be required at the Show Manager's expense.

### POVs

- Please see your Event Manager for the standard *POV Move In/Move Out Information*.

### Security

- Crowd Control or security personnel is required at each freight door when in use. The freight doors will not be opened unless the appropriate security/crowd control coverage is present.

## RIGGING

### 100 Level & Plaza/Street Level

General Service Contractors are permitted to rig & hang signage (including those on the existing banner rods) on both the 100 Level & Plaza Level. Anything with motors or over 100 lbs. must be rigged through Encore (Production Services) exclusively. Additionally, Encore has exclusivity for all general sessions and/or events with no exhibits.

### 200 Level/Bridge Connection/200 Level Pre-Function

Encore is the exclusive rigging provider on the 200 Level, which includes the pre-function space and the Bridge Connection. Their exclusivity does extend to all banner rods and all rig points in these areas. The general service contractor is permitted to hang signs and or banners on a non-motorized point where the weight limit does not exceed 100 lbs. per banner or sign.

Please also see the *ACC Floor & Rigging Loads and Rigging Guidelines* for additional information.

## SATELLITE TRUCK LOCATION

Please contact your Event Manager for approved locations.





## ACC NORTH POV GUIDELINES

### SCENARIO A (FULL EXHIBITS SHOW): HEAVY POV/FREIGHT ACTIVITY & THE P5 LEVEL RENTED

- Exhibitors park on the P4 level of Car Park #1 to load in/out.
- Freight elevator #14 would be used at the P4 level for this activity.
  - Freight elevator #15 would remain in use for the GSC. Exhibitors would stay clear of any dock activity on the 100 Level and move-in activity on the 200 Level/P5 Level
- *Client to provide the following:*
  - Messaging to all exhibitors that oversized equipment load-in & load-out will take place inside of Car Park #1 – signage & parking attendant to direct to proper level (place information in exhibitor kits, emails blasts to exhibitors, etc....)
  - Some directional signage directing exhibitors to elevator #14 throughout the show floor
  - Additional security staffing would be required for move-in & move-out:  
*Move-in (only the north & south doors would be OPEN):*
    - \* (2) guards: (1) guard at each entrance
    - \* (1) guard at the service corridor entrance on the east side (100 level)
    - \* (1) guard at service corridor entrance on the east side (200 level)
    - \* (1) guard at the P4 level next to the freight elevator
    - \* (2) guards: (1) in each passenger elevator within Car Park #1  
*Move-out:*
    - \* (2) guards: (1) guard at each entrance
    - \* (1) guard on the Plaza level on the terrazzo
    - \* (3) guards on the (200) level (at each entrance directing exhibitors to elevator #14 as needed)
    - \* (2) guards: (1) at the bottom of the escalators (100 Level)
    - \* (1) guard at the service corridor entrance on the west side (100 level)
    - \* (1) guard at service corridor entrance on the west side (200 level)
    - \* (1) guard at the P4 level next to the freight elevator (directing guests as needed)
    - \* (2) guards: (1) in each of the passenger elevators within Car Park #1

### SCENARIO B (FOR A SHOW ON LEVEL 100 ONLY):

- Exhibitors would park on the P4 level of Car Park #1 to load in/out.
- Freight elevator #14 would be used at the P4 level for this activity.
- *Client to provide the following:*
  - Messaging to all exhibitors that oversized equipment load-in & load-out will take place inside of Car Park #1 – signage & parking attendant to direct to proper level (place information in exhibitor kits, emails blasts to exhibitors, etc....)
  - Some directional signage directing exhibitors to elevator #14 throughout the show floor
  - Additional security staffing would be required for move-in & move-out:  
*Move-in (only the north & south doors would be OPEN):*
    - \* (2) guards: (1) at each entrance
    - \* (1) guard at the service corridor entrance on the east side (100 level)
    - \* (1) guard at the P4 level next to the passenger elevators (directing guests as needed)
    - \* (2) guards: (1) in each of the passenger elevators within Car Park #1

*The additional option is to shut down the north elevator/escalator & reduce the necessary coverage accordingly.*



## SCENARIO B (FOR A SHOW ON LEVEL 100 ONLY) (CONTINUED):

### Move-out:

- \* (2) guards: (1) at each entrance
- \* (2) guards at the 100 Level: (1) at the bottom of each escalator
- \* (1) guard at the service corridor entrance on the east side (100 level) **(OPTIONAL POST)**
- \* (1) guard at the P4 level next to the freight elevator (directing guests as needed)
- \* (2) guards: (1) in each passenger elevator within Car Park #1

## SCENARIO C (FOR A SHOW ON LEVEL 200 ONLY):

- Exhibitors would park on the P5 level of Car Park #1, if possible. If not, then the P4 level in Car Park #1 would be used.
- Freight elevator #14 would be used at the P4 level
- *Client to provide the following:*
  - Messaging to all exhibitors that oversized equipment load-in & load-out will take place inside of Car Park #1 – signage & parking attendant to direct to proper level (place information in exhibitor kits, emails blasts to exhibitors, etc....)
  - Signage at the entrance to Car Park #1 informing exhibitors to park at the appropriate level (similar to Car Park #2 NPEW signage) & a few signs within Car Park #1 directing guests to appropriate level
  - Some directional signage directing exhibitors to elevator #14 throughout the floor
  - Additional security staffing would be required for move-in & move-out:

### Move-in (all entry doors locked except the south & north doors):

- \* (2) guards: (1) at each entrance
  - \* (2) guards at the 100 Level: (1) at the bottom of each escalator
  - \* (1) guard at the service corridor entrance on the east side (100 level) **(OPTIONAL POST)**
  - \* (1) guard at the P4 level next to the passenger elevators (directing guests as needed)
  - \* (2) guards: (1) in each passenger elevator within Car Park #1
- The additional option is to shut down the north elevator/escalator & reduce the needed coverage*

### Move-out:

- \* (2) guards on the Plaza Level next to each elevator
- \* (1) guard on the Plaza level on the terrazzo
- \* (2) guards at the 100 Level: (1) at the bottom of each escalator
- \* (1) guard at the service corridor entrance on the west side (100 level)
- \* (1) guard at the P4 level next to the freight elevator (directing guests as needed)
- \* (2) guards: (1) in each passenger elevator within Car Park #1

If the freight elevator goes out of service, then the alternate plan for move-in/move-out would be to use the P5 level for the 200 Level & the loading dock for the 100 Level. The GSCs would need to coordinate with the client on this.

## ACC TO PROVIDE THE FOLLOWING IN ALL SCENARIOS:

- Block/cone off (3) parking spaces next to elevator #14 on the P4 Level and (4) spaces for POV Line queuing using bike barricades
- Standard signage directing exhibitors to the appropriate level or the client can also provide customized signage as well.





## ARENA

### SPACE OVERVIEW

#### Arena

The Arena features a 28,140 square feet (flat floor) and seats up to 7,500. The Arena has multiple seating levels including the terrace, loge, bleachers, and floor.

- **Floor Seating:** The number of floor seats will vary based on stage size/location, use of Arena Risers, and AV equipment set-up.
- **Riser Seating:** Riser seating is accessible from the Arena Floor and features approximately 2,276 seats which can vary based on access from the loge to the riser seating. Risers are used based on stage configuration/location and are set with Arena chairs.
- **Loge Level:** The loge level features 1,843 fixed seats that range from sections 201-213 and 219-230.
- **Terrace Level:** The terrace level features 3,524 fixed seats that range from sections 301-330.

**ADA Seating:** ADA seating must be located on the Arena floor as there are no elevators located in the Arena. At least 3% of your total seating for ADA patrons plus companion seating is recommended. Please see *Arena Seating Breakdown* for additional information.

#### Arena Lobby

The Arena Lobby offers 10,800 square feet of space and can be used for line queuing, exhibits, and registration.

#### Arena Plaza

The Arena Plaza is an ideal location for receptions including food truck receptions up to 3,500. There is a fire lane located in the Arena Plaza that extends about 30' from the west entrance of ACC North to the white banner poles. The fire lane must be kept clear at all times. Amplified sound is permitted in the Arena Plaza from 7am-10pm.

#### AR-1 & AR-2

There are two (2) meeting rooms adjacent to the Arena that are available for rental: AR-1 & AR-2. Featuring 3,100 square feet and 2,100 square feet respectively, AR-1 & 2 can be used as hospitality, show offices, etc. Both spaces can be combined based on event needs.

#### Dressing Rooms & Locker Rooms

The Arena features three (3) dressing rooms plus two (2) fully functional locker rooms that include shower facilities. Each locker room can accommodate up to forty (40) people.

### GENERAL SPECIFICATIONS

#### Ceiling Height

- 45'- 89'

#### Freight Door Dimensions

- There are two (2) freight doors available for use on the west side of the Arena.

<b>Arena R3 Outer Door:</b>	18' high x 13' wide	<b>Arena R3 Inner Door:</b>	16' high x 14' wide
<b>Arena R4 Outer Door:</b>	15' high x 13' wide	<b>Arena R4 Inner Door:</b>	16' high x 14' wide

#### Weight Loads:

- Arena: Unlimited
- Arena Lobby: 100 PSF



## ELECTRICAL

The basic electrical system in the building is 120/208 3 phase 5 wire unless otherwise noted.

There is 1-100 amp, 2-200 amp, 2-200 amp 480-volt 3 phase services, all cam-lock, in the west service hall, and 2-400 amp 480 volt, 1-350 amp 120/208 volt services in the north entrance.

### Arena Plaza

A majority of the power in the Arena Plaza is located on the east side and near the Reader board. In terms of power on the Arena Plaza, it is as follows:

- Eight 60amp Quelarac
- One 30amp 480v 3ph
- Five 30amp 3ph
- Two 100amp Hubbell pin and sleeve
- One 400amp 480v source on camlock

Please consult your Event Manager for a map of the locations.

## EVENT SECURITY

Security coverage is required for events. The ACC requires a minimum of one (1) crowd control/security personnel per every five hundred (500) attendees and at each freight door when in use. Depending upon the type of event, additional security may be required. The ACC has the right to determine the minimum level of security required for each event.

For all events at the Anaheim Convention Center requiring event security, client has the option to hire any registered (i.e., current PPO License) security company of their choice. Client may also have the option to hire ACC Crowd Control personnel depending on the type of event.

## FIRST AID/MEDICAL SERVICES

The Arena's first aid station is located on the northwest side of the Arena concourse.

### Event Days

Medical services personnel are required for all event days with an anticipated attendance of three hundred (300) or more people. Personnel will be assigned to begin no later than thirty (30) minutes prior to the show's opening to attendees or exhibitors, whichever comes first, and will remain on duty after the event is over and until ACC Management is satisfied that the area has been cleared of attendees.

A minimum of one medical services personnel is required, but additional personnel may be requested by Client.

### Move-In & Move-out Activity

For move-in/move-out activity, medical services personnel are recommended.

Additional staffing requests should be made at least fourteen (14) days prior to the requested date.

### Note:

It is the ACC's decision with respect to the number of required medical services personnel and designated first aid locations that will be used. This determination will be based upon the projected attendance of the event, the space, or spaces to be used, any history of medical calls for the event (if any), and any specialized event or event activity where the risk of injury is increased.

## FLOOR PROTECTION

- Reinforced visqueen must be used to create a path for all equipment when rolling handcarts, show boxes, electrical carts, hand pulled pallet jacks, and etc. **Carpet protection is required whenever equipment is moved.**
- When heavy mechanized lifts (forklift, scissor lift, motorized pallet jack, etc.) are used, there must be a path of reinforced visqueen covered by masonite in place. In lieu of reinforced visqueen & masonite, the product Cover Guard Temporary Surface Protection, Diamond Plate - Model #CG 4036 DP may be used. Please note that the edges must be taped down to avoid any trip hazards and the product must be well kept.



## FLOOR PROTECTION – (CONTINUED)

- When counters/kiosks (such as Registration, Help, and Info) are placed on terrazzo flooring, there must be carpet underneath the entire structure or underneath the feet of each unit (with appropriate painter's tape to protect the tile surface).
- Exterior Areas: When using heavy mechanized lifts, a path of masonite must be in place. Additionally, all boom lifts must have a diaper in place to mitigate any oil leaks.
- The ACC does not permit the use of sticky visqueen in ANY areas including the exhibit halls.  
NOTE: Visqueen or masonite is not available for purchase or rent.

### Approved Tape

The ACC has two approved tapes that must be used when taping down cords/lines in any carpeted space. The tapes are **3M Clear Scotch Tape #3565** or **Bron AV Cord Tape BT-2795**. If an identifying colored or warning tape needs to be used, the 3M 3565 tape must be placed on the carpet first. No other tape is permitted. For the terrazzo flooring, the only approved tape for use is painter's tape.

No items are permitted to be taped or affixed to any surfaces without prior approval from ACC management.

## INTERNET

Smart City Networks (Technology Services) is the exclusive data provider for the ACC. Their services include client and exhibitor telecommunication services, voice, data, internet, networking/custom configuration services, cable TV, and connectivity to such services. Cable pulling is exclusive to Smart City Networks as well.

The ACC network consists of:

- State of the art Cisco powered data network
- High density Cisco wireless
- LAN Fully redundant with multiple fiber optic uplinks between edge gear and core gear
- Gigabit backbone
- Cisco Gigabit switches
- All cabling is Cat6

## LIGHTING

- Metal halide sports lighting are available during show hours on each show day. Additional lighting requests beyond show hours can be provided by client request and expense.
- There are two (2) lighting systems available. The first consists of T5 High Output Fluorescent lighting. The second is a TV quality 1500 watt metal-halide sports lighting mounted in the overhead arch and is designed to concentrate in excess of 100-foot candles on the floor.
- There are eight (8) spotlights available for rent in the Arena: four (4) in the high ceiling and four (4) in the terrace level. There is a daily usage fee for each and PSAV personnel will provide the labor to operate these lights. Please contact them to inquire about labor pricing. A Clear-Com System is also available and subject to a fee. Our dry line system can be used to tie in your own Clear-Com.
- There is ambient dimmable lighting on the terrace level.

### ACC Electrical Personnel

- With a stand-by electrician, a majority of the house lights will be turned off during event hours. There is still a minimal amount of house lighting required (even with a stand-by electrician). Stand-by electrician hours will be billed at the prevailing rates. A stand-by electrician may also be needed if multiple changes to house lights are required.

## MOVE-IN/MOVE-OUT

The Arena features (2) street level freight doors on the west side of the facility.



## RIGGING

Encore is the exclusive rigging supplier of all labor and hoists.

### Arena

Dead Hang built from T1 Lower Chord Steel	4,000 lbs.
Bridle built from T1 Upper Chord Steel	2,000 lbs.
Total Load on T1 Beam	8,000 lbs.

\*Exceeding 50 points, 50,000 lbs. or any loads greater than those listed above, an engineering review will need to be submitted to the ACC for approval.

### Arena Lobby

Maximum Load	250 lbs. per 10 feet on main steel
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## SATELLITE TRUCK LOCATION

Please contact your Event Manager for approved locations.

## SCOREBOARD

The Arena features a Daktronics All Sport 5000 LED scoreboard that can showcase game information for sporting events.



## ARENA SEATING BREAKDOWN

### ARENA RISERS

SECTION(S)	ROWS/NUMBER OF SEATS PER ROW										TOTAL SEATS PER SECTION
	A	B	C	D	E	F	G	H	J	K	
<b>102 -106</b>											
102	7	7	7	7	7	7	7	7	7	10	73
103	11	11	12	12	13	13	14	14	14	17	131
104	10	10	11	11	12	12	13	13	14	17	123
105	6	7	8	9	9	10	11	11	12	15	98
106	4	4	5	5	6	6	7	7	7	8	59
SECTION TOTAL											484
<b>110-113</b>	A	B	C	D	E	F	G	H	J	K	
110	4	4	5	5	6	6	7	7	7	10	61
111	6	7	8	8	9	10	11	11	12	15	97
112	10	11	11	12	12	13	13	14	14	17	127
113	5	5	5	6	6	6	6	6	6	7	58
SECTION TOTAL											343
<b>115-117</b>	A	B	C	D	E	F	G	H	J	K	
115	12	12	12	12	12	12	12	12	12	12	SECTION TOTAL BELOW
116	12	12	12	12	12	12	12	12	12	12	SECTION TOTAL BELOW
117	7	7	7	7	7	7	7	7	7	7	SECTION TOTAL BELOW
<b>115-117 -CONT</b>	L	M	N	P	R	S	T	U	V	W	
115	12	12	12	12	12	12	12	12	12	14	242
116	12	12	12	12	12	12	12	12	12	14	242
117	7	7	7	7	7	7	7	7	7	9	142
SECTION TOTAL											626
<b>119-122</b>	A	B	C	D	E	F	G	H	J	K	
119	5	5	5	5	6	6	6	6	6	9	59
120	10	11	11	12	12	13	13	14	14	14	124
121	7	7	8	9	9	10	11	12	12	15	100
122	4	4	5	5	6	6	6	7	7	8	58
SECTION TOTAL											341
<b>126-130</b>	A	B	C	D	E	F	G	H	J	K	
126	4	5	5	5	6	7	7	7	7	11	64
127	7	7	8	8	9	10	10	11	11	14	95
128	10	10	11	11	12	12	13	13	14	17	123
129	11	11	12	12	13	13	13	14	14	17	130
130	7	7	7	7	7	7	7	7	7	7	70
SECTION TOTAL											482
TOTAL ARENA RISER LEVEL											2,276



## ARENA SEATING BREAKDOWN

### LOGE LEVEL

SECTION(S)	ROWS/NUMBER OF SEATS PER ROW								TOTAL SEATS PER SECTION
	A	B	C	D	E	F	G	H	
201-213/ 219-230									
201				10	10	10	10		40
202	4	4	4	10	10	10	10	4	56
203	9	9	10	10	10	10	10	9	77
204	9	9	10	10	10	10	10	9	77
205	8	9	9	9	10	10	10	9	74
206	8	8	8	9	9	10	10	9	71
207	10	11	11	12	13	13	14	13	97
208				12	12	13	14	13	64
209				12	12	13	14	13	64
210	10	11	11	12	13	13	14	13	97
211	8	8	8	9	9	10	10	9	71
212	8	9	9	9	10	10	10	9	74
213	9	9	10	10	10	10	10	9	77
219	9	9	10	10	10	10	10	9	77
220	8	9	9	9	10	10	10	9	74
221	8	8	8	9	9	10	10	9	71
222	10	11	11	12	13	13	14	13	97
223				12	12	13	14	13	64
224				12	12	13	14	13	64
225	10	11	11	12	13	13	14	13	97
226	8	8	8	9	9	10	10	9	71
227	8	9	9	9	10	10	10	9	74
228	9	9	10	10	10	10	10	9	77
229	9	9	10	10	10	10	10	9	77
230	4	4	4	10	10	10	10	9	61
TOTAL LOGE SEATING									1,843

\*Section 202 Rows A, B, C +H = Seats are numbered 7-10

\*For all other sections, the first seat in any row is number 1.



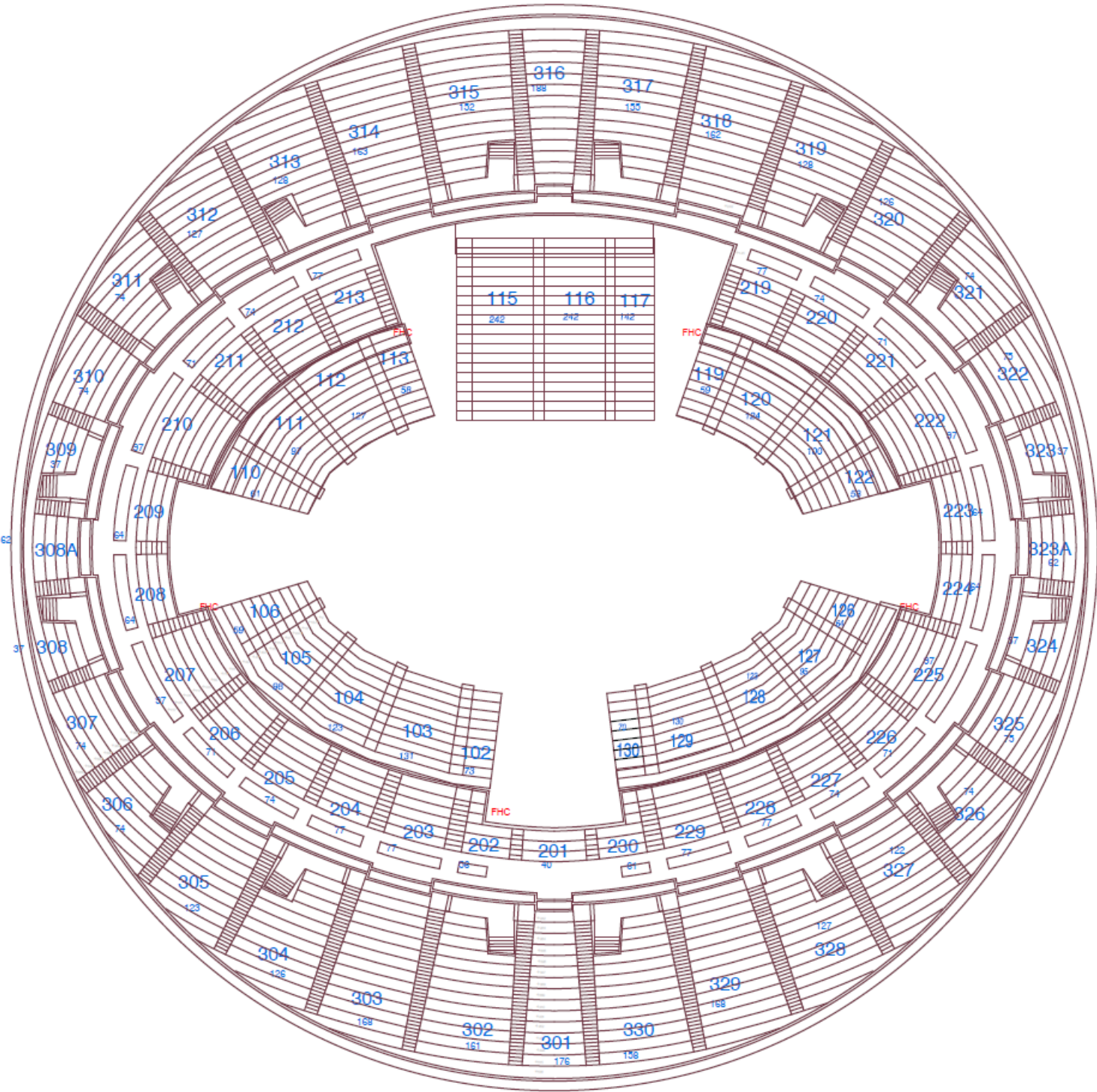
## ARENA SEATING BREAKDOWN

### TERRACE LEVEL

SECTION(S)	ROWS/NUMBER OF SEATS PER ROW															TOTAL SEATS PER SECTION
	A	B	C	D	E	F	G	H	J	K	L	M	N	P	R	
301	8	10	10	1	11	1	1	12	1	12	13	13	13	14	14	176
302	6	7	7	1	13	1	1	14	1	14	14	14	14	11	9	161
*FOR SECTION 302, ROW P – ROW IS NUMBERED #1-9/#13-14.																
303	9	11	11	1	12	1	1	13	1	13	14	14	14	14	8	168
304		6	7	7	12	1	1	13	1	13	14	12	3			126
305	9	11	12	1	12	1	1	14	1	10	3					123
306		7	8	8	14	1	1	8	1							74
*FOR SECTION 306, ROW B IS NUMBERED #8-14, ROWS C & D ARE NUMBERED #7-14.																
307	10	12	12	1	14	1	1									74
308		7	8	8	14											37
308 A	10	12	13	1	14											62
309		7	8	8	14											37
*FOR SECTION 309, ROW B IS NUMBERED #7-113, ROWS C & D ARE NUMBERED #6-13.																
310	10	12	12	1	14	1	1									74
311		7	8	8	14	1	1	8	1							74
312	10	12	12	1	13	1	1	14	1	10	3					127
313		6	7	7	12	1	1	13	1	14	14	12	3			128
314	8	11	11	1	11	1	1	12	1	13	13	14	14	8		163
315		6	6	6	12	1	1	13	1	13	14	14	14	9	8	152
316	9	11	11	1	12	1	1	13	1	13	14	14	14	14	14	188
317		6	6	7	12	1	1	13	1	13	14	14	14	10	9	155
318		9	10	1	11	1	1	12	1	13	13	13	13	14	8	162
319		6	7	7	12	1	1	13	1	14	14	12	3			128
320	10	11	12	1	13	1	1	14	1	10	3					126
321		7	8	8	14	1	1	8	1							74
322	10	12	12	1	14	1	1									75
323		7	8	8	14											37
323 A	10	12	13	1	14											62
324		7	8	8	14											37
325	10	12	12	1	14	1	1									75
326		7	8	8	14	1	1	8	1							74
327	9	11	11	1	12	1	1	14	1	10	3					122
328		6	6	7	12	1	1	13	1	14	14	12	3			127
329	9	11	11	1	12	1	1	13	1	13	14	14	14	8		168
330		6	7	7	12	1	1	13	1	14	14	14	14	9	8	158
TOTAL TERRACE LEVEL SEATING																3,524



ARENA FLOORPLAN





# DIVERSION BY DONATION

At the Anaheim Convention Center, sustainability means we serve a triple bottom line:

**PROFITS:** Maximizing Revenue.

**PEOPLE** Maximizing our positive impact on people and our community.

**PLANET:** Minimizing our negative impact on the environment.



## WHAT IS IT?

The ACC operates a donation program that aids our goal of diverting all waste away from the landfills. This means that any unused or leftover materials from a show can be donated to our local community.

## HOW TO DONATE

We have a Reclaim Room at the ACC to help accommodate unused or unwanted conference materials that can be reused. If interested in donating materials, please consolidate into one location. Contact the Sustainability Manager at 714.765.8963 or let your Event Manager know that you would like to donate materials and the pickup location.

## WHAT MATERIALS ARE ACCEPTED?

Common items for the Reclaim Room include: vinyl banners, water bottles, clothing, conference bags, conference giveaways, and set props. If you have questions about what can be donated please contact the Sustainability Manager at 714.765.8963 or ask your Event Manager.

## WHERE DO THESE MATERIALS GO?

There are several outlets for these materials. Some of these include the following:

- Second Harvest – <http://feedoc.org/>
- Local Libraries – <http://www.anaheim.net/902/Library>
- Boys & Girls Club – [www.theboysandgirlsclub.org](http://www.theboysandgirlsclub.org)
- Local Homeless Shelters – [www.elihome.org](http://www.elihome.org)



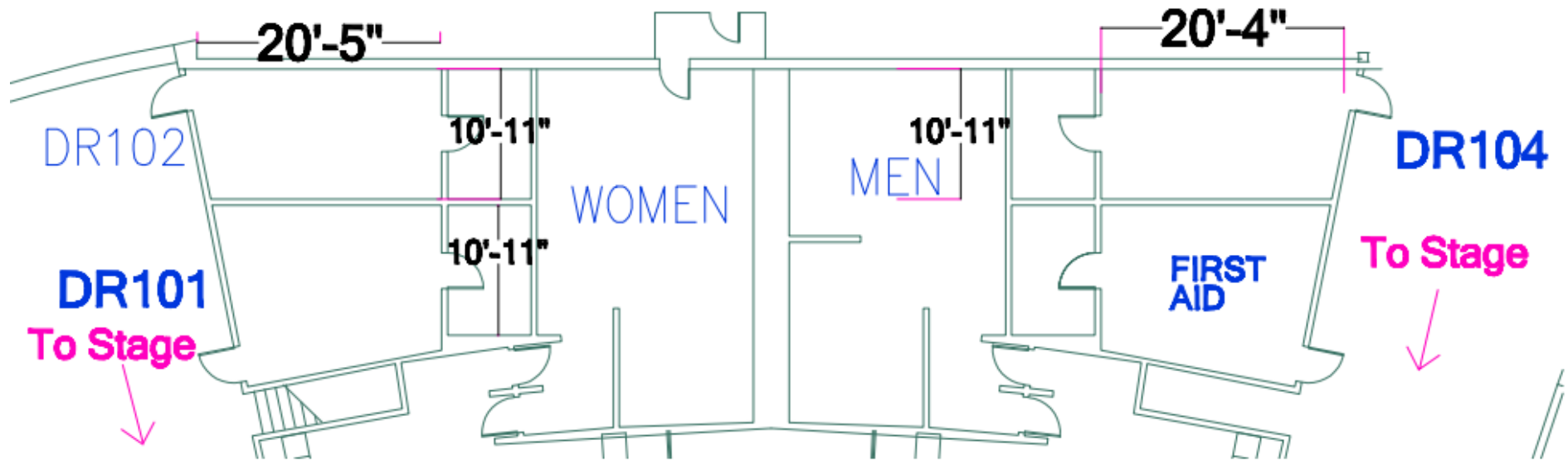
If you would like more information, please contact Jeff Byrne at [jbyrne@anaheim.net](mailto:jbyrne@anaheim.net).



## DRESSING ROOMS, SHOW OFFICES, AND STORAGE ROOMS

### DRESSING ROOMS

Dressing Rooms – (DR101, DR102 & DR104)

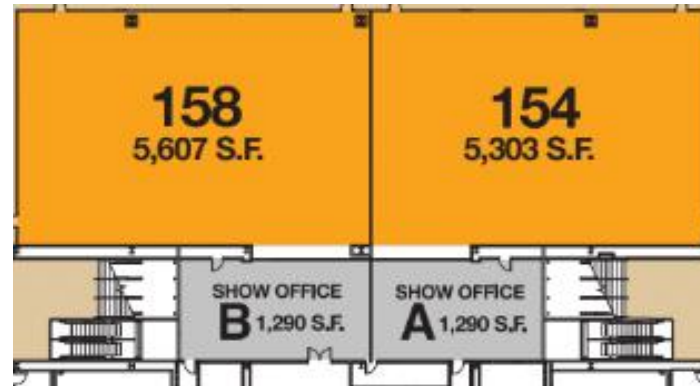




## DRESSING ROOMS, SHOW OFFICES, AND STORAGE ROOMS – (CONTINUED)

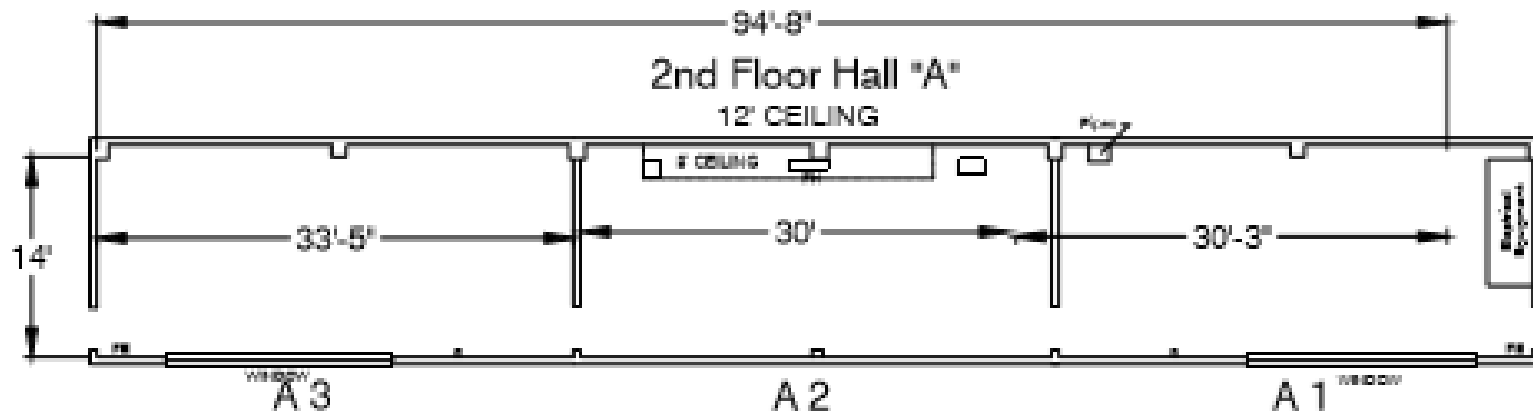
### ACC NORTH

ACC North Show Offices located in the 100 Level are accessible from the service corridor or either rooms 154 or 158.



### ACC SOUTH

Hall A Show Offices – Above the Concession Stand (A1, A2 & A3)

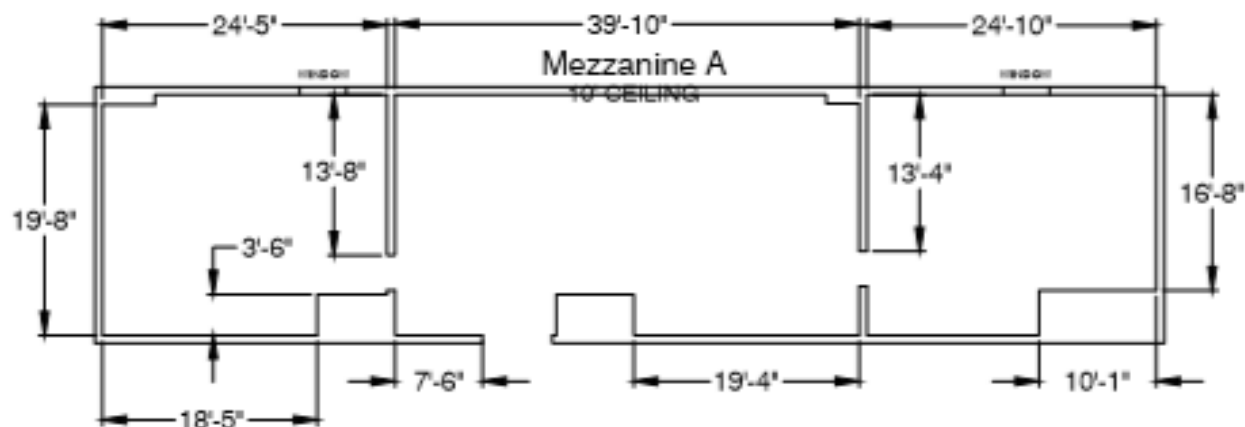




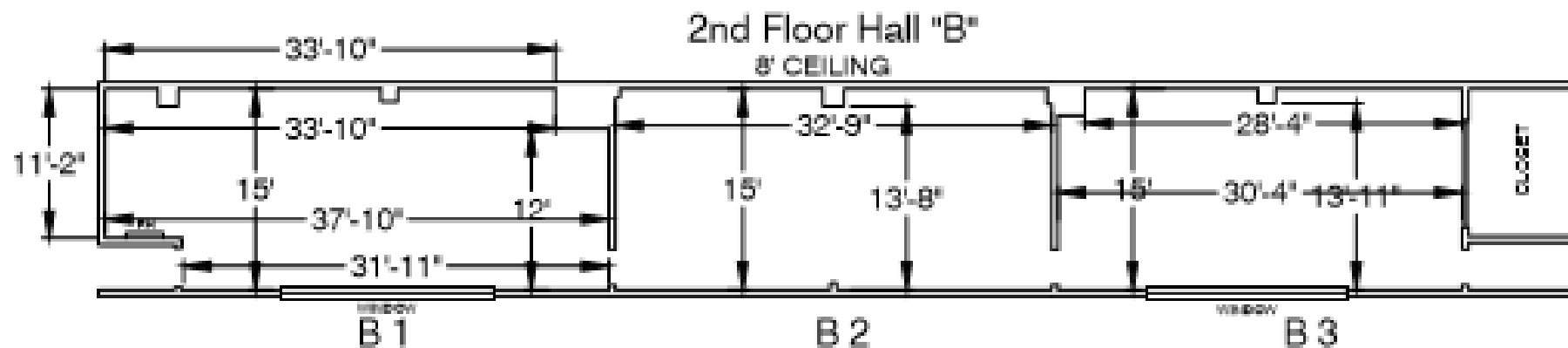
## DRESSING ROOMS, SHOW OFFICES, AND STORAGE ROOMS – (CONTINUED)

### ACC SOUTH – (CONTINUED)

Mezzanine A Show Offices (Center section, North section, and South section)



Hall B Show Offices – Above the Concession Stand (B1, B2 & B3)

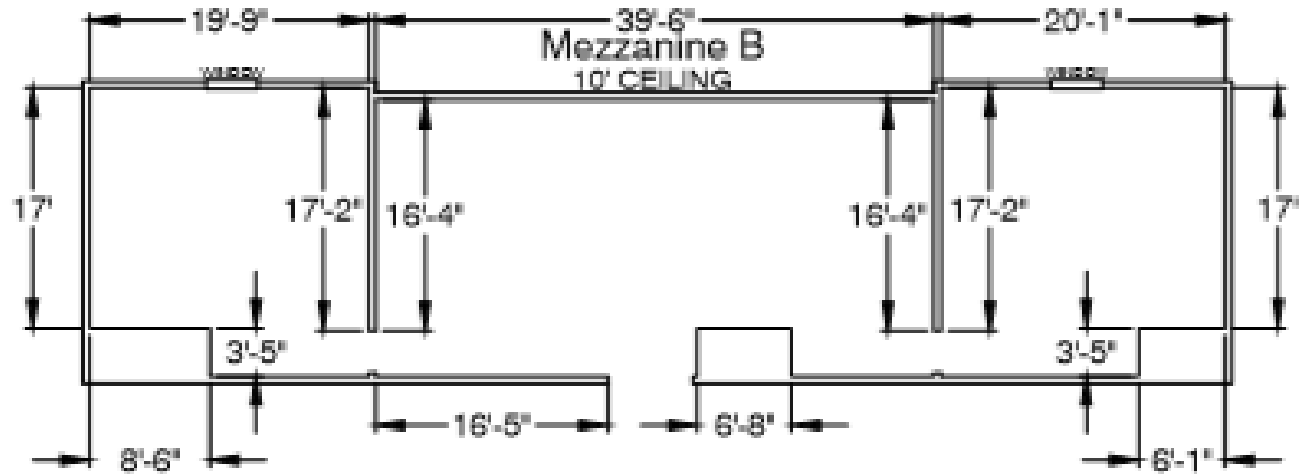




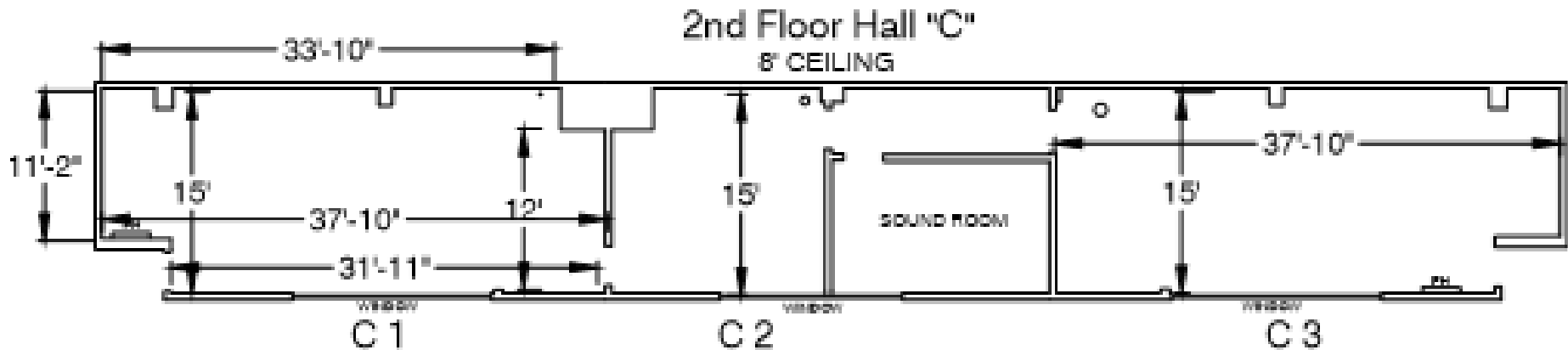
## DRESSING ROOMS, SHOW OFFICES, AND STORAGE ROOMS – (CONTINUED)

### ACC SOUTH – (CONTINUED)

Mezzanine B Show Offices (Center section, North section, and South section)



Hall C Show Offices – Above the Concession Stand (C1, C2 & C3)

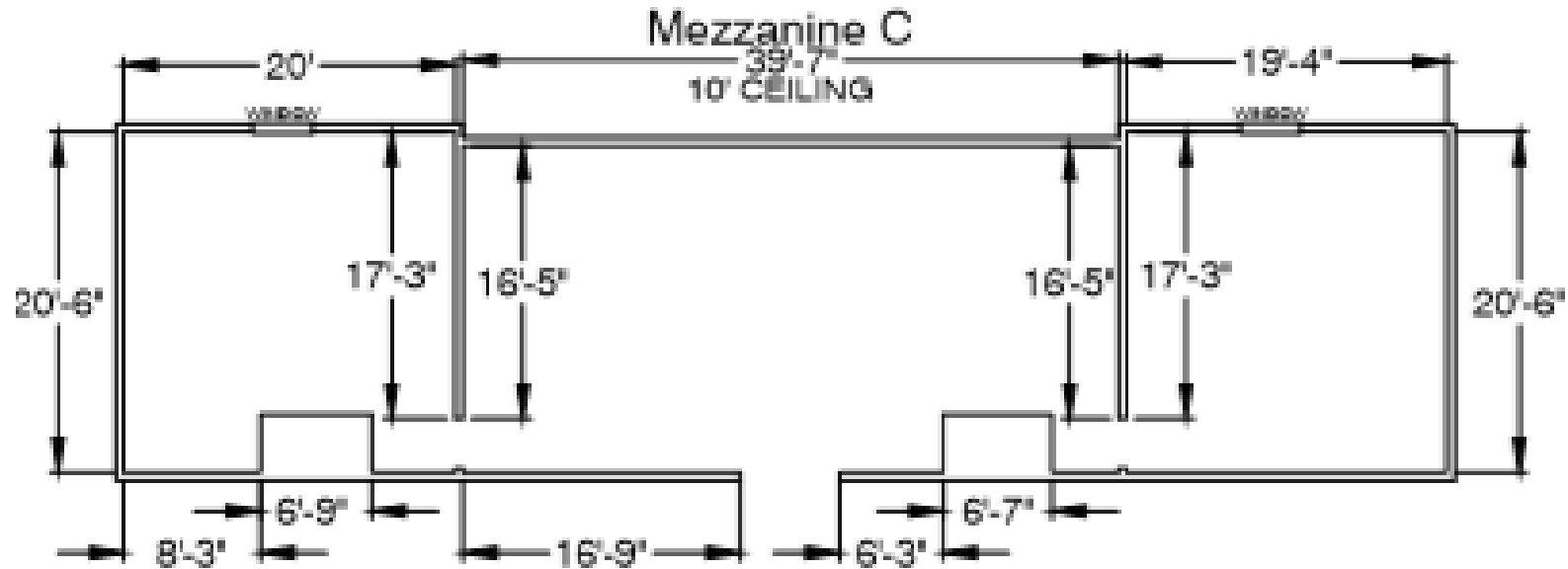




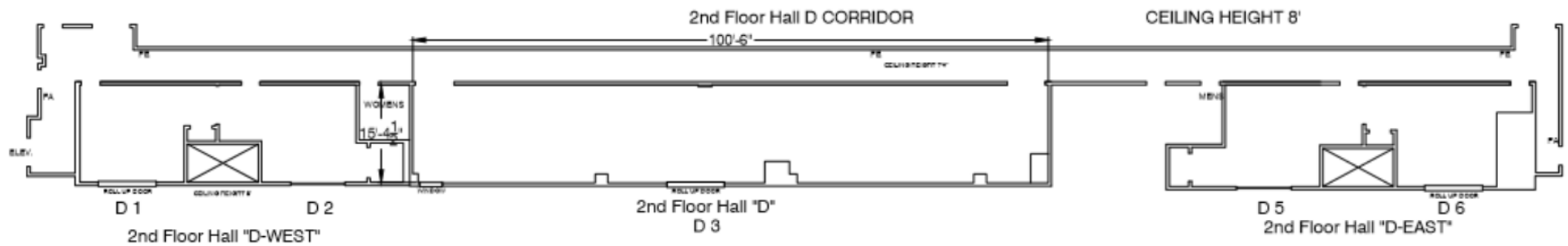
## DRESSING ROOMS, SHOW OFFICES, AND STORAGE ROOMS – (CONTINUED)

### ACC SOUTH – (CONTINUED)

Mezzanine C Show Offices (Center section, North section, and South section)



Hall D Show Offices (D1, D2, D5 & D6) – Above the Concession Stand

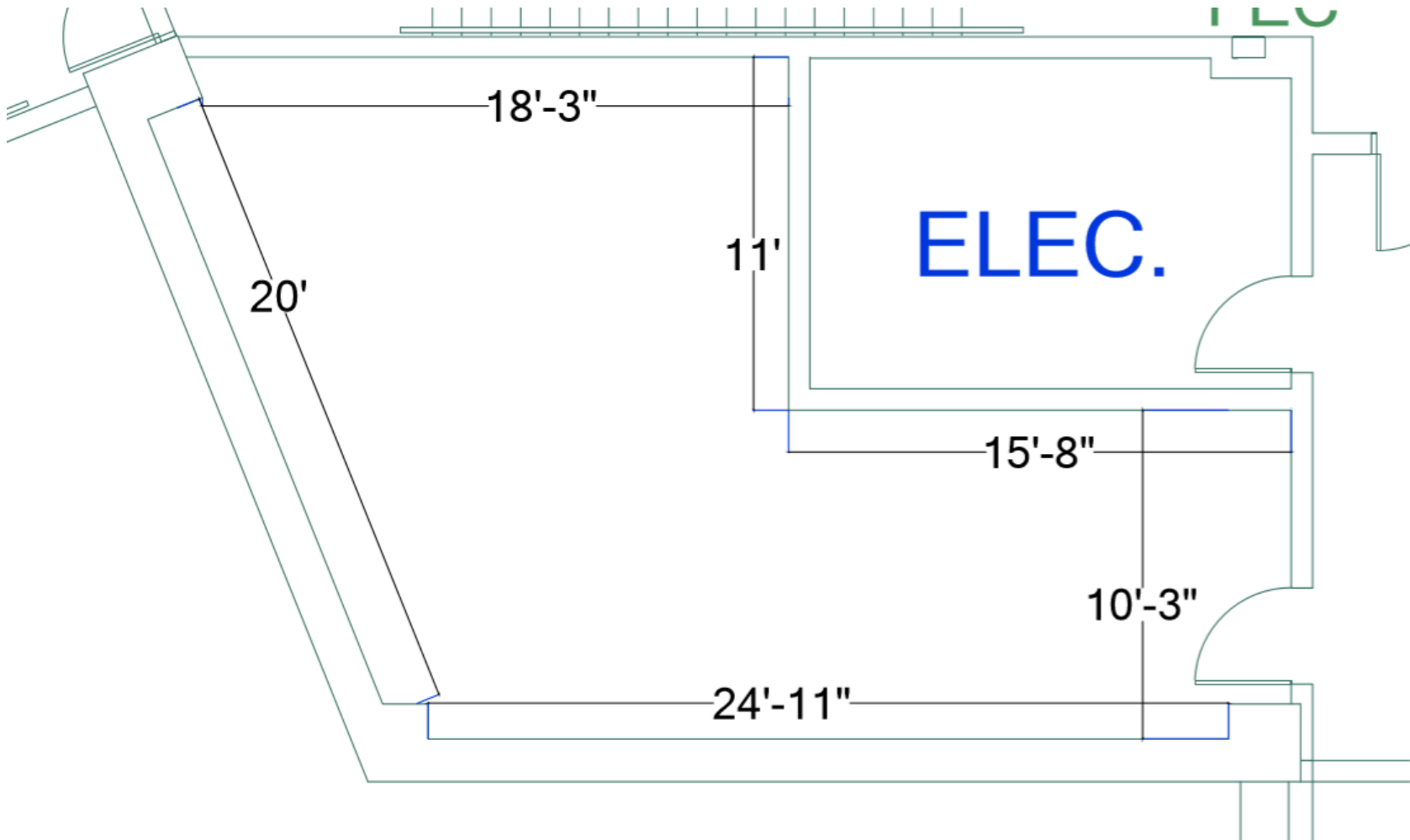




## DRESSING ROOMS, SHOW OFFICES, AND STORAGE ROOMS – (CONTINUED)

### ACC SOUTH – (CONTINUED)

Hall E Show Office (E1) – Located in the Hall E Pedestrian Corridor (southeast corner)

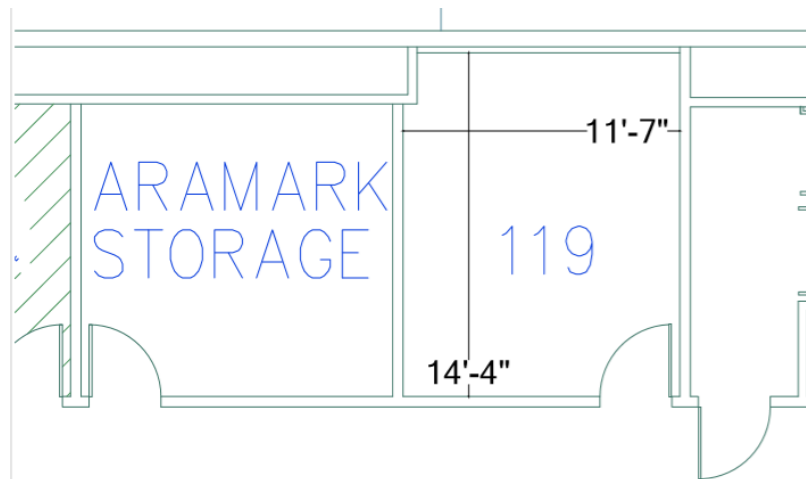
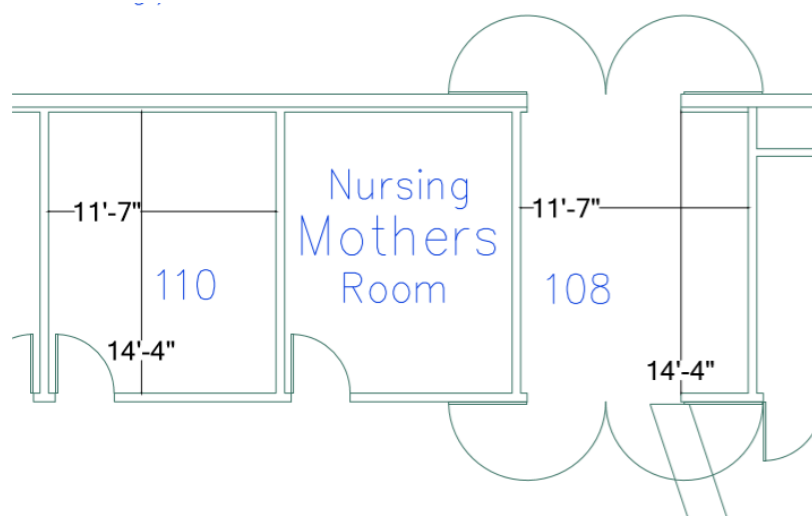




## DRESSING ROOMS, SHOW OFFICES, AND STORAGE ROOMS – (CONTINUED)

### ACC SOUTH – (CONTINUED)

Storage Rooms 108, 110 and 119 – Use of Storage Rooms is based on availability. Please consult your Event Manager.







## ELECTRICAL GUIDELINES

The following electrical guidelines outline the criteria for power that is to be provided by the Anaheim Convention Center and power that is to be provided by an approved electrical contractor.

### **ACC ELECTRICAL PROVIDES POWER BASED ON THE FOLLOWING CRITERIA:**

1. If an event has no general service contractor, ACC Electrical will provide all show power. However, if an event has no general service contractor and they require a large amount of electrical needs or have exhibit or vendor booths, the Event Manager will discuss this with the ACC Electrical Supervisor to determine if the ACC can provide the service. The ACC has only a minimal amount of equipment and labor available and may not be able to accommodate all electrical services. If it is determined that the ACC cannot accommodate, the event will be required to utilize an outside electrical contractor. If an electrical contractor is required, the contractor must be on the approved list.
2. Retail Foods and Catered Functions Inside of the Facility – ACC Electrical is to provide all power if an event has no electrical contractor. Catering Services provided by Aramark is the exclusive provider for all food functions.
3. Retail Foods (food trucks and/or portables) in the Grand Plaza, Palm Court and/or Arena Plaza – ACC Electrical to provide all power if it is strictly for retail foods if the show has no electrical contractor. NOTE: There may be exceptions to this guideline, if there is other show related exhibits, stages, production, etc. in these areas. Please see your Event Manager for clarification.
4. In the event that Catering Services has made arrangements for a performer in the Grand Plaza, Palm Court and/or Arena Plaza for a retail food setup, ACC Electrical will provide the power.
5. It is the responsibility of Catering Services to provide all power requirements to ACC Electrical well in advance so they may determine what is required for service. It is recommended that Catering Services indicate the locations where power is required on the show floorplan.
6. In the event that a show has an electrical contractor and they do not schedule them for the entire show and there is a power failure, issue or request, ACC Electrical will respond and make the equipment safe, but otherwise will not work on the outside contractor's equipment. The Event Manager should inform the client that it is in their best interest to have the outside electrical contractor onsite during all event hours. If a last-minute need or emergency were to occur, not having the contractor onsite may cause a service delay. In the event that ACC is required to provide the power, the minimum charge for labor will be three hours at the prevailing rate along with equipment charges. This charge will be billed to the master account.
7. ACC Electrical is to provide complimentary power for Encore rigging if a show does not have an electrical contractor. All other show power for audio visual will be billed to the master account.

### **ELECTRICAL CONTRACTOR PROVIDES POWER BASED ON THE FOLLOWING CRITERIA:**

1. An electrical contractor is required when a show has a general service contractor regardless if it is for a minimal amount such as registration only. The electrical contractor must be on the approved list of electrical contractors.
2. An electrical contractor may be required for shows with no general service contractor if the ACC deems the power needs in excess of what are available. This would be determined by the Event Manager and Electrical Supervisor.
3. Retail Foods and Catered Function Inside of the Facility – The electrical contractor shall provide the electrical services at no cost per the electrical contractor agreement.
4. Retail Foods (food trucks and/or portables) in the Grand Plaza, Palm Court and/or Arena Plaza – The electrical contractor shall provide the electrical services at no cost per the electrical contractor agreement.



#### **ELECTRICAL CONTRACTOR PROVIDES POWER BASED ON THE FOLLOWING CRITERIA:**

5. Catered Function with Retail Foods (food trucks or portables) in the Grand Plaza, Palm Court and/or Arena Plaza – The electrical contractor shall provide the electrical services for all food related functions, exhibits, stages, production, etc. If the electrical contractor charges the client for electrical services, they will be subject to the electrical contractor commission per the electrical contractor agreement.
6. Catered Function (plated, buffet, bars, etc.) in the Grand Plaza, Palm Court and/or Arena Plaza – The electrical contractor shall provide the electrical services for all food related functions, exhibits, stages, production, etc. If the electrical contractor charges the client for electrical services, they will be subject to the electrical contractor commission per the agreement.
7. It is the responsibility of Catering Services to provide all power requirements to the electrical contractor well in advance so they may determine what is required for service. It is recommended that Catering Services indicate the locations where power is required on the show floorplan.
8. If a show has an electrical contractor, they are to provide all power for Encore rigging and audio visual at the expense of the show.





## ELECTRICAL & PLUMBING PROVIDERS

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### ELECTRICAL PROVIDERS

Convention Electric, Inc.  
Ms. Valerie Ortiz  
2210 Santa Anita Avenue  
South El Monte, CA 91733  
Phone: (909) 623-5192  
vortiz@conventionelectric.com

Convention Technical Services, Inc.  
a California Corporation  
Mr. Mike Hust  
1130 Gene Autry Way  
Anaheim, CA 92805  
Phone: (714) 630-7777  
mike@ctselectrical.com

Edlen Electrical Exhibition Services of  
California, Inc.  
Ms. Brittany Cordova  
715 Hundley Way  
Placentia, CA 92870  
Phone: (714) 985-1480  
bcordova@edlen.com

Freeman Expositions, Inc.  
Mr. Jason A. Tunstall  
2170 S. Towne Centre Place, Suite 100  
Anaheim, CA 92806  
Phone: (773) 640-1471  
Jason.tunstall@freemanco.com

Hi-Tech Electric, LLC.  
Mr. Ron Simon  
801 Mount Vernon Pl NW  
Washington, DC 20001  
Phone: (202) 249-3600  
rons@hi-techelectric.com

Global Experience Specialists, Inc.  
DBA Trade Show Electrical  
Mr. Mark Witthoeft  
5560 Katella Avenue  
Cypress, CA 90630  
Phone: (714) 936-2622  
mwitthoeft@ges.com

TriCord Management, LLC  
DBA Tricord Tradeshow Services, Inc.  
Mr. Mike Grim  
738 Neeson Road  
Marina, CA 93933  
Phone: (831) 883-8600  
mike@tricord.net

### PLUMBING PROVIDERS

Convention Technical Services, Inc.  
a California Corporation  
Mr. Mike Hust  
1130 Gene Autry Way  
Anaheim, CA 92805  
Phone: (714) 630-7777  
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mwitthoeft@ges.com





## EMERGENCY PROCEDURES GUIDELINES

The Anaheim Convention Center (ACC) is dedicated to providing a safe and secure venue for its many guests. Our staff is prepared to respond to any emergency situation that may occur and has developed a plan of action that is integrated with local public safety agencies and stands ready to assist in the event they are needed.

The nature and variety of emergencies that could possibly occur make it difficult to address every situation. The information below is intended to serve as a general guideline only. An important thing to remember in all situations is to resist the urge to panic and to remain calm. Be aware that help is on the way, listen for any announcements and follow the direction of Public Safety and ACC personnel.

### MEDICAL EMERGENCIES

If emergency medical assistance is needed, please contact the ACC's Security Control Center at 714-765-8975 or simply dial 8975 from any house phone. Security Control is staffed 24 hours a day and they will set in motion a response that is sufficient to handle the emergency which would include our onsite medical services staff, Anaheim Fire Paramedics, and Security staff.

During event hours, one or more First Aid Stations will be open and staffed to treat walk-in first aid needs. These First Aid Stations are opened in relation to areas that the event occupies in the building.

Dialing 911 is also an option for a medical emergency. When dialing 911 please give the 911 operator the most detailed description of where the incident is located. The Convention Center is a very large building and the Paramedics response to the building depends where in or around the building the incident is located. If you have called 911, or if you are aware that someone else has called 911, please contact the Convention Center's Security Control Center at 714-765-8975 to inform them of the incident. The Control Center will have direct radio contact with the responding Paramedic unit and can assist in getting them to the proper location as quickly as possible.

### FIRE ALARMS

The ACC has a state-of-the-art fire detection and alarm system. When triggered, horns and flashing strobe devices, accompanied by a pre-recorded announcement, activate in the effected zone. The alarm system is connected to the City of Anaheim Fire Department which will dispatch fire units to the facility.

If you are in an area that has an active alarm, please move immediately to an emergency exit. Remember that elevators and escalators will not be available for use during an evacuation. If you are above the lobby level in the meeting rooms move toward the emergency staircases, located at either end of the floor and in the middle of the floor. ACC personnel will respond quickly to assist with the evacuation and with re-entry once the emergency has passed.

#### *IF YOU DISCOVER A FIRE:*

- Call **EMERGENCY EXTENSION 8975 or CONTACT 911**. State the location, type of emergency, severity and any injuries or immediate danger.
- Leave the area immediately, closing all doors. This is to confine the fire and reduce oxygen. Do not block doors. If above ground level, exit the building using only the stairways. **DO NOT USE THE ELEVATORS**. Follow the established evacuation route. If the evacuation route is blocked leave the area via an alternate route.



## **FIRE ALARMS – CONTINUED)**

### **IN CASE OF HEAVY SMOKE:**

- Smoke generally rises so stay low keeping your body and face as close to the floor as possible. Breathe as little as possible and cover your face with a wet cloth if necessary.

## **EARTHQUAKES**

The greatest threat during an earthquake is falling debris. Earthquakes are unpredictable and strike without warning. It is important to know the appropriate steps in order to be able to react quickly and safely. Remember as with a fire alarm activation that elevators and escalators will not be available for use during an evacuation.

### **INDOORS DURING AN EARTHQUAKE:**

When the earth begins to shake the immediate impulse can be to evacuate. The best option is to remain calm.

- Remain inside the building and 'Duck, Cover and Hold'.
- Seek immediate shelter under a heavy desk or table or brace yourself inside a door frame or against an inside wall. If shaking causes the desk or table to move, be sure to move with it.
- Get at least 15 feet away from all windows.
- Remain calm and resist the urge to panic.
- Expect to hear noise from broken glass, creaking walls, falling objects; don't be surprised if the power goes off or alarms start ringing.
- Do not light matches or cause sparks until gas lines are checked.
- Be aware of your surroundings and look up for objects, such as light fixtures, that may have come loose after the earthquake and be prepared to move out of their path.

### **OUTDOORS DURING AN EARTHQUAKE:**

Similar to the instructions above be aware of objects above you that might fall such as wires, building material and glass.

- Move away from buildings and utility poles.
- Watch for falling glass, electrical wires, poles or other debris.

The fire department, however, tells us that it is not necessary to evacuate a building after all earthquakes. As soon as possible after an earthquake the ACC will evaluate the situation and determine if an evacuation is needed and, if so, announcements will be made over the Public Address system. Listen for any announcements and follow the direction of ACC personnel.



## ACTIVE SHOOTER OR ACTIVE THREAT

### HOW TO RESPOND WHEN AN ACTIVE SHOOTER OR ACTIVE THREAT IS IN YOUR VICINITY:

Quickly determine the most reasonable way to protect your life. Remember customers and clients are likely to follow the lead of staff and managers during an active shooter or active threat situation:

#### 1. RUN

If there is an accessible escape path, attempt to evacuate the premises.

##### ***Be sure to:***

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

#### 2. HIDE

If evacuation is not possible, find a place to hide where the attacker is less likely to find you.

##### **Your hiding place should:**

- Be out of the active shooter's/threat's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

##### ***To prevent an active shooter from entering your hiding place:***

- Lock the door
- Blockade the door with heavy furniture

##### **If the active shooter or threat is nearby:**

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

##### **If evacuation and hiding out are not possible**

- Remain calm
- Dial 911, if possible, to alert police to the attacker's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

#### 3. FIGHT

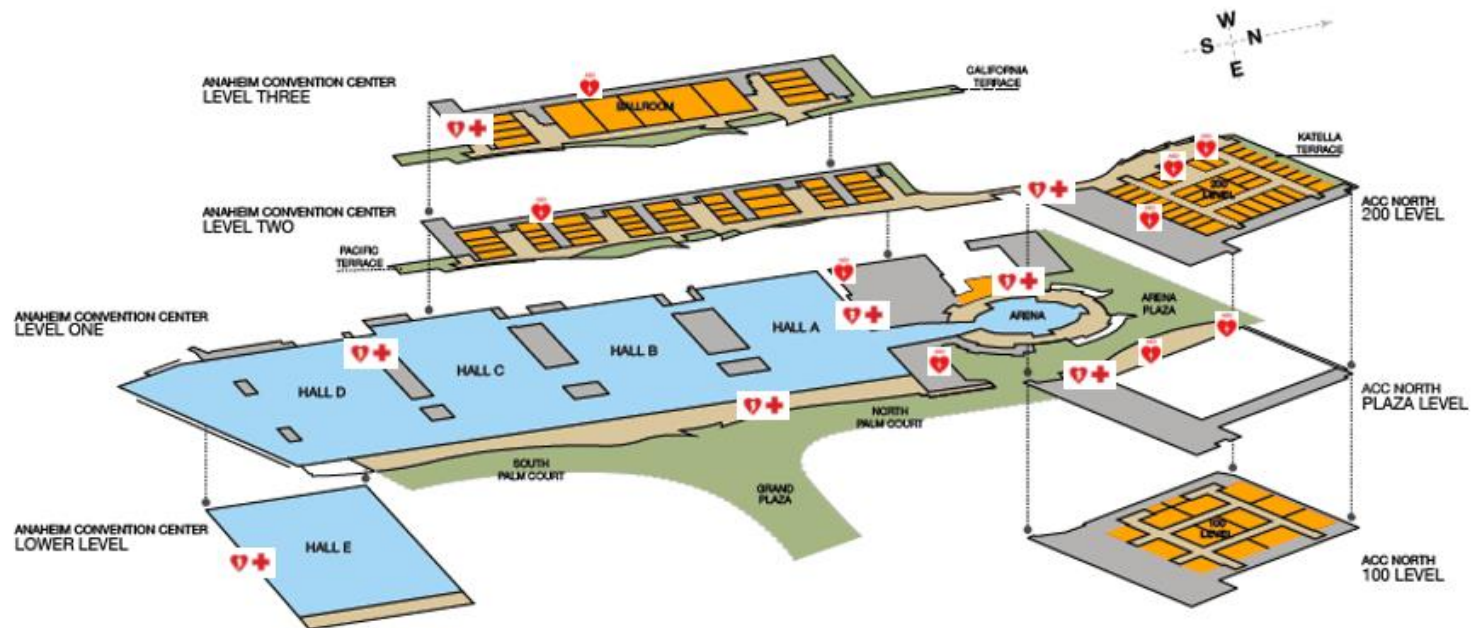
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the attacker by:

- a. Acting as aggressively as possible against him/her
- b. Throwing items and improvising weapons
- c. Yelling
- d. Committing to your actions



# Anaheim Convention Center First Aid And AED Locations

## ACC Tri Level Floor Plan Diagram

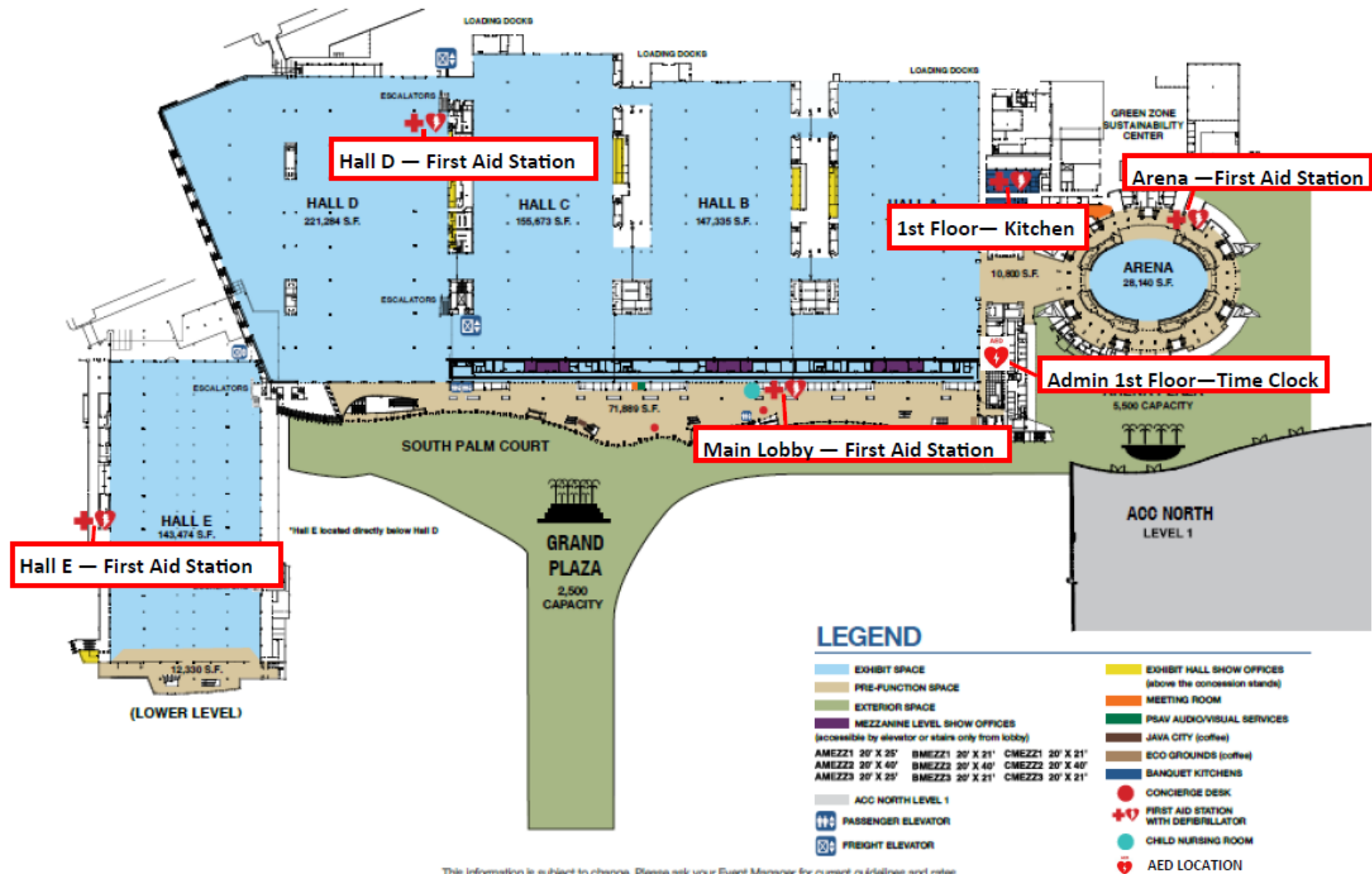


### LEGEND

- EXHIBIT SPACE
- MEETING ROOM
- PRE-FUNCTION SPACE
- TERRACE/PLAZA
- AED LOCATION
- FIRST AID STATION WITH AED



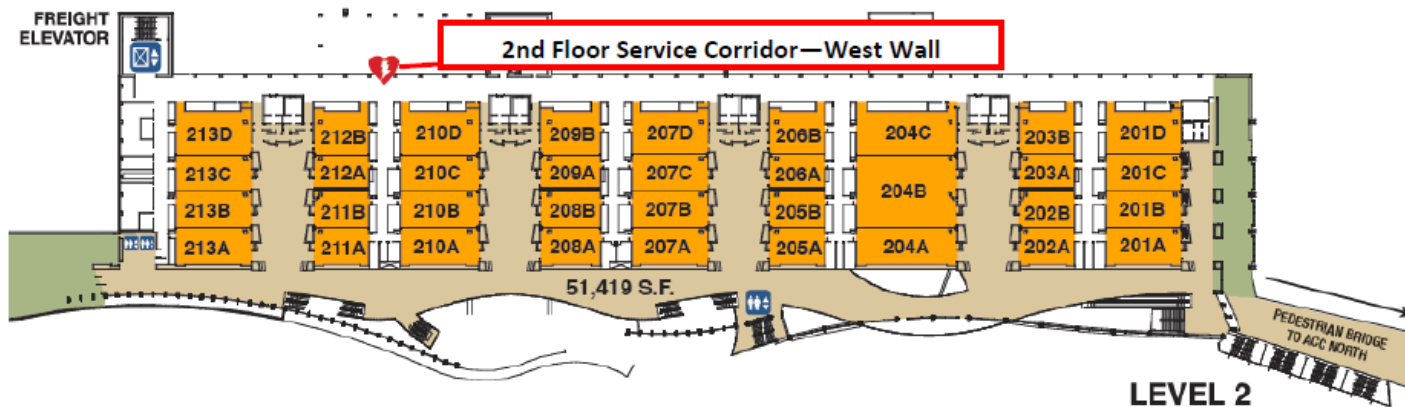
# AED LOCATIONS THROUGHOUT THE FACILITY



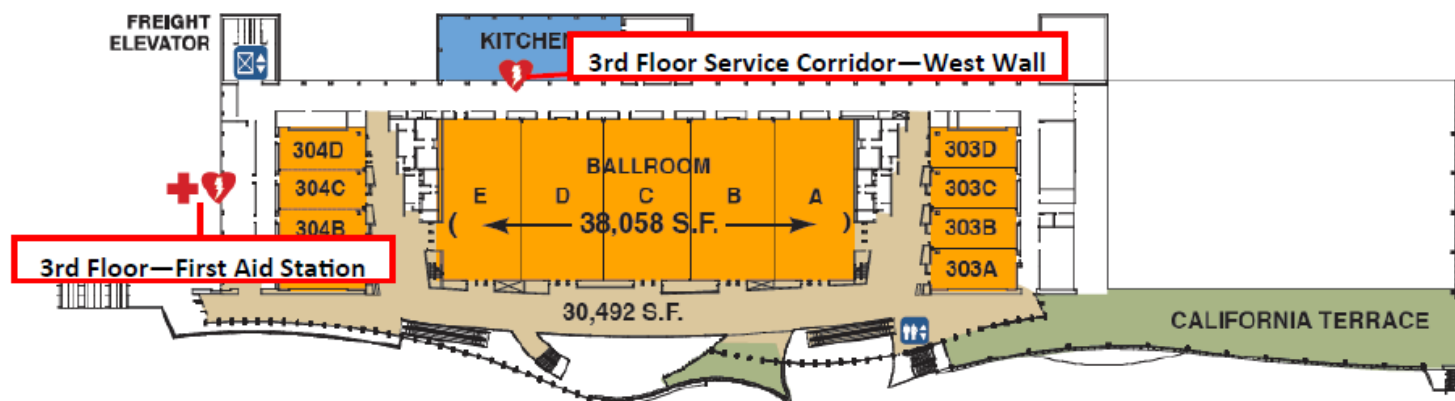


## AED LOCATIONS THROUGHOUT THE FACILITY- (CONTINUED)

### ACC SOUTH, 2nd FLOOR



### ACC SOUTH, 3<sup>rd</sup> FLOOR



♥+ FIRST AID STATION WITH AED

♥ AED LOCATION



# ACC North - House Phone, First Aid, and AED Locations

## Plaza - Lobby Level



## ARENA PLAZA (Street Level)

### LEGEND

- EXHIBIT SPACE
- PRE-FUNCTION SPACE
- LOADING DOORS
- FIRST AID STATION WITH AED
- PASSENGER ELEVATOR
- FREIGHT ELEVATOR
- House Phone
- AED LOCATION



# ACC North - House Phone, First Aid, and AED Locations

## 100 Level





# ACC North - House Phone, First Aid, and AED Locations

## 200 Level





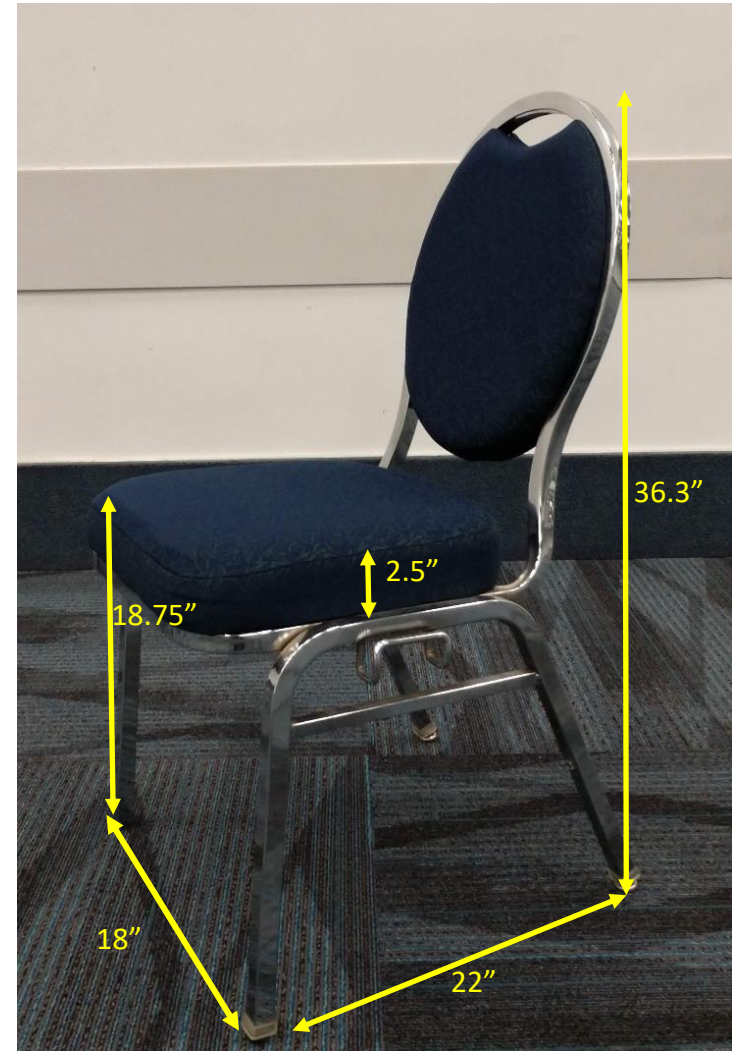
## EQUIPMENT PHOTOS & SPECIFICATIONS

### CHAIRS

Arena Chair



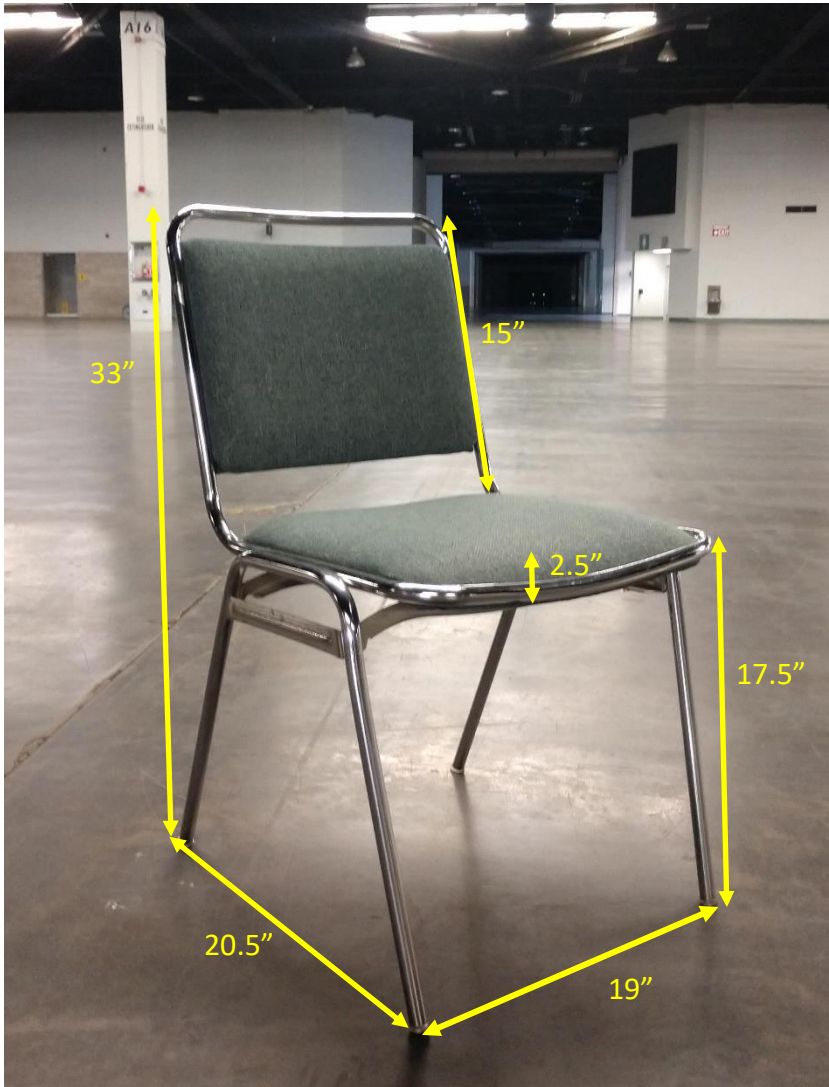
Ballroom/Meeting Room Chair





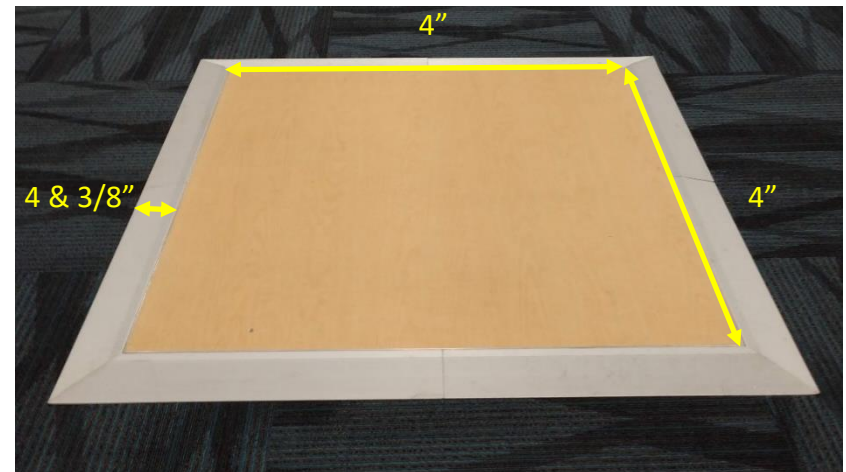
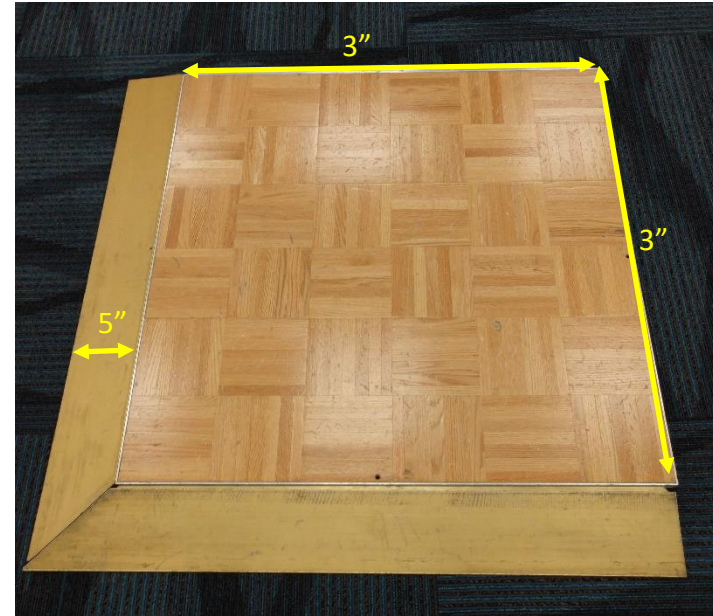
## CHAIRS

Fixture Chair (Exhibit Halls/Grand Plaza/Arena Plaza)



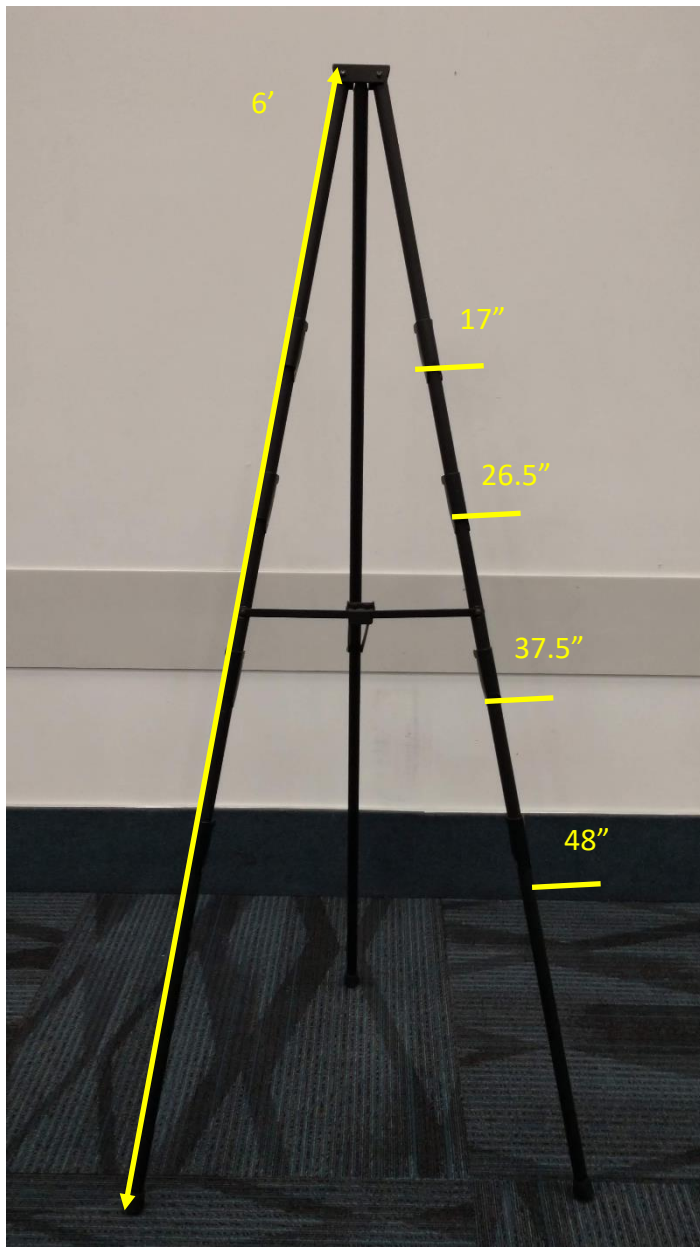
## DANCE FLOOR

3' x 3' Dance Floor= ACC South/4'x4' Dance Floor= ACC North

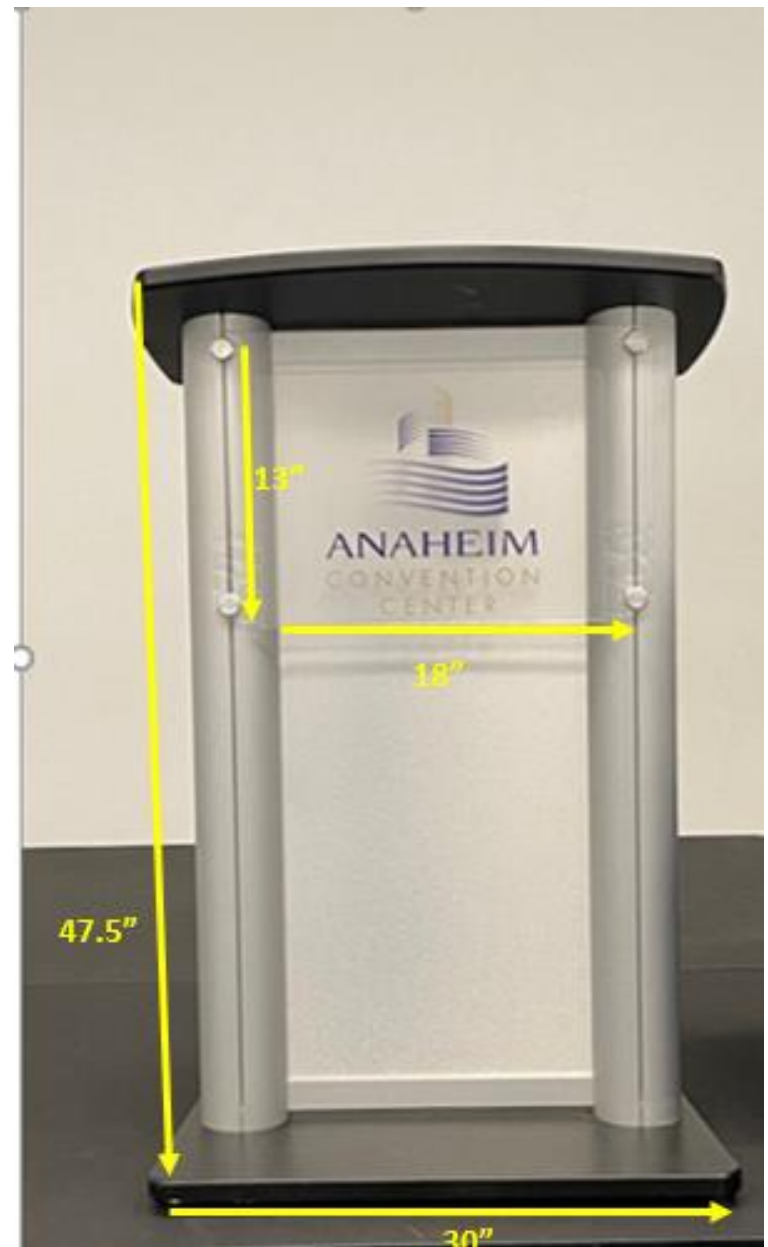




## EASEL



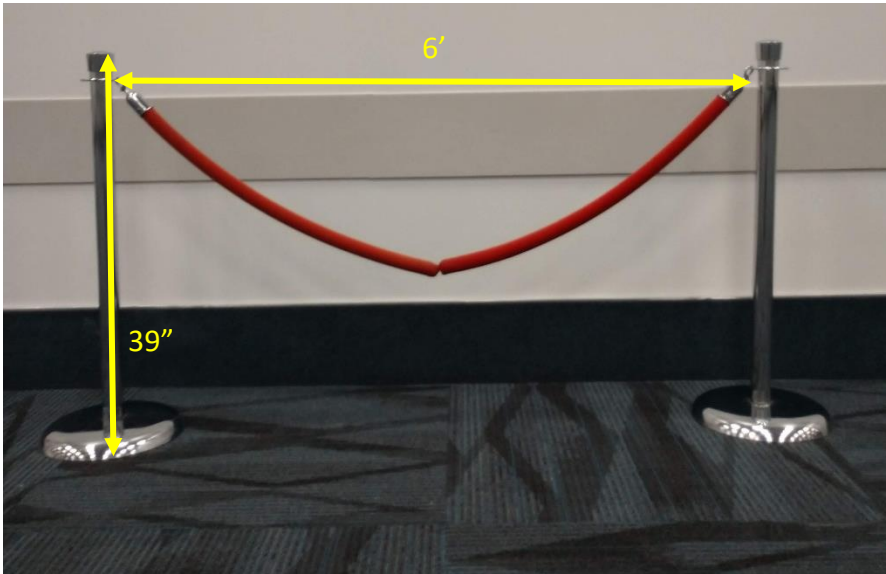
## LECTERN



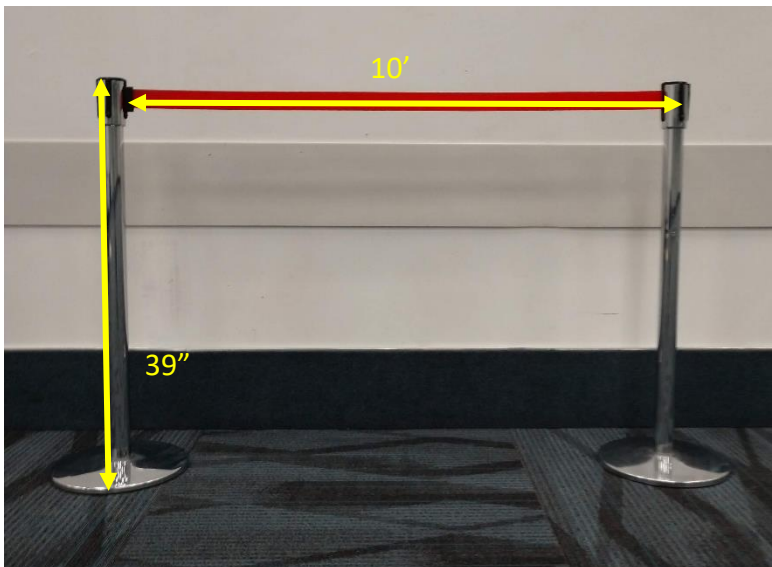


## STANCHIONS

### Breakaway Stanchions



### Regular Stanchions



## TABLES

### 6' Foot Banquet Table



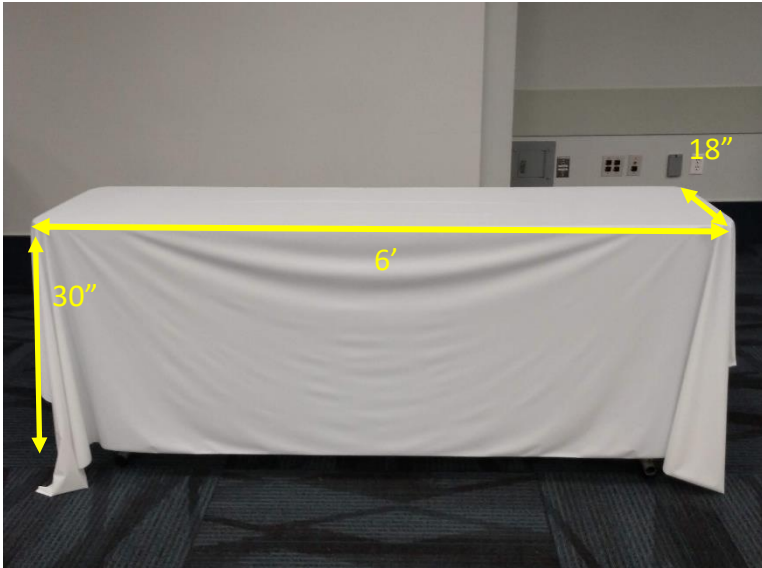
### 8' Foot Banquet Table





## TABLES

6' Schoolroom Table

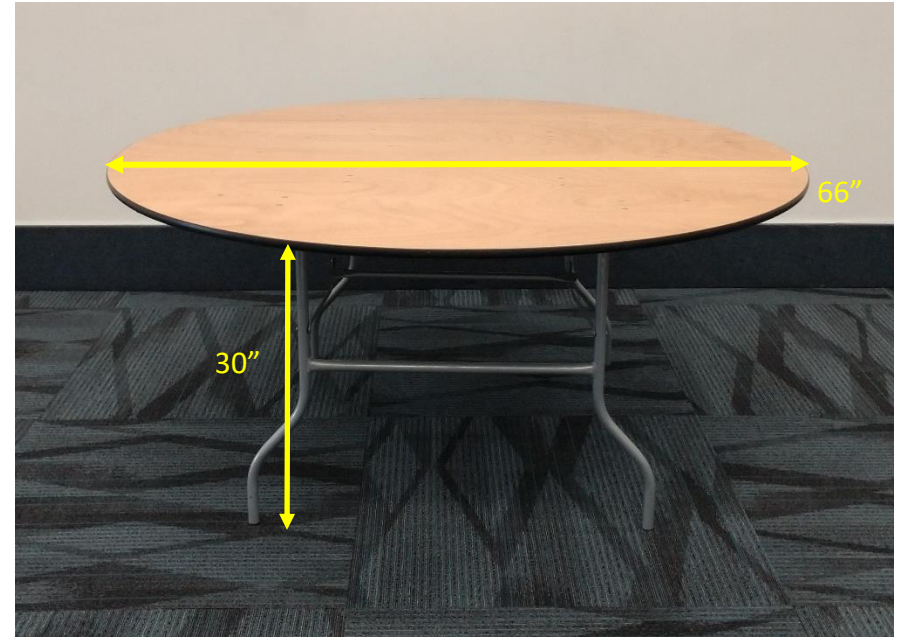


8' Schoolroom Table



## TABLES

66" Round Table







## EVENT SECURITY GUIDELINES

### SECURITY REQUIREMENTS

Appropriate security coverage must be provided for events. The ACC requires a minimum of one (1) crowd control/security personnel per five hundred (500) attendees. Depending upon the type of event and space used, the amount of security personnel required may increase or decrease. The ACC has the right to determine the minimum level of security required for each event.

#### General Information

For all events at the Anaheim Convention Center that requires event security, client has the option to hire ACC Crowd Control or any registered (i.e. current PPO License) security company of their choice. Depending upon the type of event, only outside security may be required.

#### Fire Watch

Haze and/or pyrotechnic requests must be approved in advance. ACC crowd control personnel and ACC in-house security personnel are required for fire watch.

#### Escalators

Staffing coverage for escalators may be required based on crowd movement and flow.

#### Overnight Coverage

The ACC strongly recommends overnight coverage; however, it is not required.

#### Grand Plaza and/or Arena Plaza

##### Move-In & Move-Out

During move-in & move-out, security staffing is required at each bollard opening.

##### Fire Pit Activity

With pre-approval, the Fire Inspector requires the use of ACC Crowd Control staff to monitor fire pit activity in the Grand Plaza and/or Arena Plaza. This is regardless of the outside security provider coverage used.

#### ACC North

##### Freight Door Coverage

One (1) ACC Crowd Control or client security personnel is required at each freight door when in use. The freight doors will not be opened without the appropriate coverage in place.

##### Loading Dock Ramp Entrance

Client security staff or ACC staff are required at the dock entrance to prevent unauthorized access to the docks.

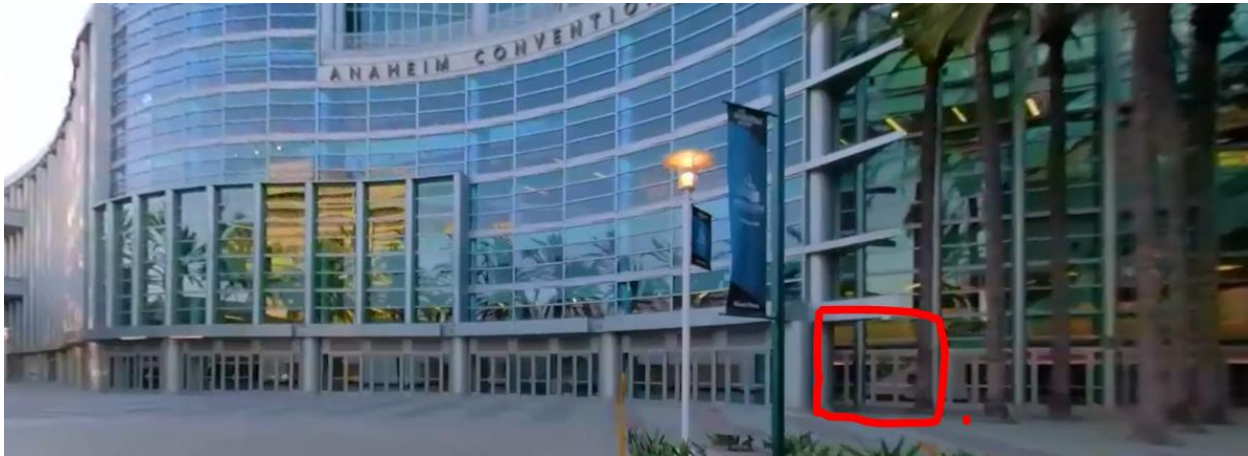


## SECURITY REQUIREMENTS - (CONTINUED)

### Doors Open During Move In + Move Out (ACC South) & Additional Personnel

At ACC South, there is one set of doors (doors 83-84) located in Lobby B that will be open during move-in/move-out. This designated entrance has a palm tree logo on the lower panels. See photos below.

- Client security personnel will be required for any additional lobby glass doors that need to be open during this time.



### Doors Open During Move In & Move Out

At ACC North, the south doors will be open for move-in/move-out.





## SECURITY REQUIREMENTS - (CONTINUED)

### Exhibition Halls

#### Freight Door Coverage

Client security personnel is required at each freight door when in use. The freight doors will not be opened without the appropriate security/crowd control coverage in place.

#### West side Coverage

ACC Crowd control, ACC parking staff or client security personnel may be required on the west side of the facility based on crowd movement, event activity, and guest entry/access.

#### Meeting Room Level and Ballroom Level

Personnel may be required based on crowd movement and event activity to prevent unauthorized access.

### Alcohol Usage

#### Bar Security

Bar security is required for events that serve alcohol. Perimeter security to prevent guests from exiting the event area with alcohol is required.

#### Arena Plaza, Grand Plaza, and/or Palm Court

For outdoor events,

- A minimum requirement of one (1) security personnel per two hundred (200) guests is required by the Alcohol Beverage Control Board.
- A minimum of one (1) Supervisor & two (2) security personnel is required for events with an attendance of fifty to one hundred & ninety-nine (50 – 199) in attendance.
- Additional security personnel may be required based on perimeter requirements.
- ACC Catering Services is required to order security and bill for this service directly.

### Anaheim Police Officers/Armed Guard Services

In the interest of public safety, Anaheim Police may be required during certain events. Anaheim Police will be required for all political, gaming, religious events, and other events as deemed necessary. Officers are scheduled at the client's expense. Armed security services can only be provided by the Anaheim Police Department.

To guarantee services, requests for Anaheim Police should be placed at least sixty (60) days prior to the first date of move-in.

## CROWD CONTROL PERSONNEL

The ACC Crowd Control Department provides crowd movement, badge checking, ticket taking, perimeter coverage, and fire watch. They are primarily used to supplement small events.

Time-and-one half will be charged for all personnel on holidays (New Year's Day, MLK Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Veteran's Day, and Christmas Day). Personnel are subject to a mandatory 15-minute pre-event orientation or shift overlap. This is approximately 6% of the total bill.

The minimum call for Crowd Control is (1) Supervisor & (1) staff member.

## OUTSIDE SECURITY PROVIDER REQUIREMENTS

Your Event Manager should be notified as soon as possible when an outside security provider is selected.

## AMBULANCE

An ambulance can be provided on a stand-by basis if requested. All charges related to this service will be billed at the current prevailing rates. The current City of Anaheim contracted ambulance vendor is the only permitted service to be allowed on site.



## **MEDICAL SERVICES STAFFING**

In the interest of public safety, the ACC requires medical services personnel. First aid locations will be staffed by a nurse (RN or higher qualification) at ACC's discretion.

### **Move-In & Move-out Activity**

Medical services personnel is recommended for all move-in/move-out activity.

### **Event Days**

Medical services personnel is required on event days with an anticipated attendance of three hundred (300) or more people. Personnel will be assigned to begin no later than thirty (30) minutes prior to the show's opening to attendees or exhibitors, whichever comes first. ACC staff will remain on duty after the event is over and until ACC Management is satisfied that the area has been cleared of attendees.

It is the Security and Safety Manager's (or their representative's) decision with respect to the number of required medical services personnel and designated first aid locations that will be used. This determination will be based upon the projected attendance of the event, the space or spaces to be used, any past history of medical calls for an event (if any), and any specialized event/event activity that has an increased risk of injury.

## **PARAMEDICS**

Paramedics can be an added service to any event and may be required by the ACC. Anaheim Fire and Rescue is the sole provider of these services and these services are in addition to the required medical services coverage and those services will be charged to the event (see current rate sheet). Paramedic coverage shall be requested at least ten (10) days prior to the event.

## **WEAPONS PROHIBITED IN CITY BUILDINGS**

Per the City of Anaheim Municipal Code (6.35.010), weapons are prohibited in all CITY buildings including the ACC. This code also applies to anyone with a Concealed Weapons Permit. Only on-duty law enforcement officers performing their official duties are the exception to this policy.





## EVENT SIGNAGE GUIDELINES

Guidelines for event signage at the Anaheim Convention Center (ACC) areas include:

- Arena: Arena Lobby and Arena Plaza
- ACC North: Plaza Level lobby, 100 Level, 200 Level, and 200 Level Pre function space
- ACC South: Exhibit Halls A, B, C, D and E, lobbies, 2<sup>nd</sup> and 3<sup>rd</sup> Level meeting rooms, and the Ballroom. The exterior areas include the Grand Plaza, Arena Plaza, North and South Palm Courts, Transit Plaza, and the common exterior areas.

Your Event Manager will work closely with you to assist with any event signage request. A detailed signage plan needs to be submitted with location, type of signage and dates of installation/dismantle, a minimum of thirty (30) days in advance of the event. All signage locations and verbiage are subject to approval by the ACC. Some signage locations may also require approval by Anaheim Fire & Rescue and should be included on the floorplan. All approved signage locations are to be verified and installed by the General Service Contractor (GSC).

### GENERAL

- Graphics, verbiage/content and signage locations must be coordinated and approved in advance of your event by the ACC.
- Approved Exterior event signage that requires rigging, is installed by the GSC and is subject to facility inspection.
- Non-commercial client banners or signage, including but not limited to pictures, directional or notices, may be attached to the premises only in approved locations. All copy and locations of exhibitor and/or any sponsored advertising space must be approved in advance by the ACC.
- Signage may not be intrusive to other events or activities within the center. ACC reserves the right to request that signage be removed based on the impact to an event(s) or public safety.
- Stickers or other graphics using adhesive or adhesive backed material are not allowed on ACC terrazzo floored areas.
- Floor Graphics on interior carpeted areas and exterior pavers must be approved by the ACC. The material used must be anti-skid and non-residue. A sample of the proposed material is required for testing and approval prior to installation. Approved materials include 3M Controltac Graphic Film Serial# IJ160 -floor decal with anti-skid laminate for use on window cling (standard) or Outdoor/Indoor.
- Space in the facility is provided to tenant "as is." Placement of self-sticking tape, glue, nails or other fasteners on any walls, carpets, terrazzo, furniture, railings or other property of the ACC is strictly prohibited without prior written approval. Client will be responsible for damages to the ACC. All damage and repair costs will be billed accordingly.
- Signage, stickers, graphics, etc. are not allowed on elevators, escalator steps, handrails or any other area that may cause a safety hazard or interfere with the proper functioning of the elevator or escalator.  
An escalator runner in the center lower portion of the escalator may be allowed, but advance approval is required. Signage on the glass panels of the escalators may be installed, but it cannot cover the safety guidelines that are located at the top and bottom of each escalator. All proposed materials must be submitted for approval to the ACC prior to application.
- Lobby signage is restricted to the space immediately adjacent to tenant's contracted space. All allocated lobby space will be verified by the Event Manager.
- It is the responsibility of the client or its designated contractor to remove all interior and exterior signage upon completion of an event. Client will be responsible for damages to the ACC. All damage and repair costs will be billed accordingly.
- ACC has various advertising panels throughout the facility including the exhibit halls, arena and lobbies. Tenant agrees not to obstruct the view of such advertising displays. Valances must be constructed in such a manner as to leave the advertising panels unobscured from all angles. Signage or sponsorship signage cannot conflict with ACC advertisement, sponsorship or other agreements. Please consult your Event Manager for clarification.
- ACC directional signage or exit signs cannot be obstructed or covered. Requests to cover signs will be considered and must be approved in advance by the ACC or Anaheim Fire & Rescue for exit signs. Approved event signage must include the information contained on the existing signage.



## GENERAL – (CONTINUED)

- Any exhibitor or advertising banner or signs in public areas of the facility for which client receives a commission or any other financial support, are charged a flat rate or percentage of the total sponsorship. The location, size and ad copy of signage is subject to prior approval in advance by the ACC.

## INTERIOR SIGNAGE

- Event Signage within the contracted areas of ACC North and ACC South cannot cover existing or advertising signage without prior approval from the ACC.
- Event signage or sponsorship signage within ACC restrooms is prohibited without prior approval from the ACC.
- Directional signage in adjacent areas is subject to prior approval when multiple events are occurring.

### Static Clings

- Lobby Doors, glass railings, connector bridge ACC North-ACC South and escalators are subject to prior approval. A sample of the proposed material is required for testing and approval prior to installation.
- Connector Bridge Signage in the bridge connection that leads from Room 201 to ACC North 200 Level Pre-Function space may be installed with the use of approved clings on the walls. No signage may be installed on the windows with the exception of the two upper panels of the area that is located just south of the entrance into the ACC North 200 Pre function space-

## EXTERIOR SIGNAGE

- Client may not unlawfully place, post, erect or display any signs or other forms of advertising on any public street or thoroughfare or on any private property which pertains to tenant's contracted event at the Anaheim Convention Center. Failure to adhere to this provision may result in the cancellation of future bookings.
- Signage displaying the event name can be placed on the exterior area adjacent to the lobby space that client occupies in ACC South.
- ACC South has multiple signage hang points located on the exterior of the building. Your Event Manager will work closely with your GSC to coordinate the use of these hanging points.
- ACC North exterior signage is limited to window clings installed on the west and north side of the building. Clings on the south side may also be installed but cannot cover the ACC North logo above the entrance doors. No signage may be attached to the railing of the Katella Terrace.
- Exterior signage on banner poles is available in the Grand Plaza, Arena Plaza, North and South Palm Court. Permanent City banners that are installed on the banner poles must be removed, stored and reinstalled by your GSC. City banners in the Arena Plaza, North and South Palm Court are labeled by location and should be reinstalled in the same order. Banner poles in the Grand Plaza area are primarily reserved for full facility events. Requests for use of these banners from events that do not occupy the entire Convention Center will be considered and are subject to approval by the ACC. All requests for signage are subject to prior approval. Banner poles with permanent City banners should never remain empty. Please work with your Event Manager for Banner Pole specifications.





## BANNER POLE SPECIFICATIONS

### APPROVAL

Approval must be granted by the Anaheim Convention Center (ACC) management PRIOR to fabrication of the Pole Banners. Pole Banners are located along the Arena Plaza, Grand Plaza, and North & South Palm Courts located in front of the ACC. Approval is based on availability and space occupancy. Potential for sharing Grand Plaza banners is possible. Please contact your Event Manager for more information. No advertising allowed on these banners. Announcement of Event & Event Logo allowed for Event Branding purposes only.

### BANNER INSTALLATION

General Service Contractor (GSC) should remove ACC owned banners already in place & store them in a secure location. ACC owned banners should be rolled & placed in such a way that damage does not occur during storage. Secure Grand Plaza Event-Specific banners with plastic coated wire to the banner poles. Hang straight without creases and no tears. It is intended that most work be performed without obstructing the flow of traffic. However, if a lane closure is required, all traffic delineation and work area protection shall conform to the Work Area Traffic Control Handbook (W.A.T.C.H.) 2007 Edition.

### BANNER POLES

**ACC North** – five (5) total poles; #21-25

**Arena Plaza** – eighteen (18) light poles; #1-20 (Note: Poles 11-17 have (2) banners per pole)

**Grand Plaza** – There are twenty-eight (28) single-sided banner poles along either side of the Grand Plaza; #36-49 and #62-75

**North Palm Court** – ten (10) total poles; #26-35

**South Palm Court** – fifteen (15) total poles; #76-90

**Convention Way\*** - #50-61 & **Transit Plaza\*** - #91-96

**\*Full Facility Events ONLY – check with EM for approval**

### BANNER REMOVAL

GSC should remove Event-Specific banners & replace them with stored ACC owned banners. Please re-install ACC owned banners in the same manner that the removal took place.

**NOTE:** Arena Plaza and North & South Palm Court banners have “ACC” logo on one side and “Visit Anaheim” logo on other side; please ensure logos are alternated when banners are re-installed.

### FABRICATION

Banners are suggested to be fabricated from 16-ounce two-sided 1000 Denier Vinyl Material, .48mm thick, tear strength of 58lbs x 61 lbs. and tensile strength of 173 lbs. x 149 lbs. The sides are to be clean cut and the ends are to be rolled and should be hemmed with two (2) reinforced double lock stitch rod pockets at the top and bottom of each banner to allow a two-inch diameter banner rod to pass through the pockets. Suggested stitching is to have four to five stitches per inch. Banners shall have two grommets: one at the top and one at the bottom pocket seams, for additional strength and anchoring to mast arm. Banners should have eight (8) wind slits to minimize wind loading. No advertising allowed on these banners. Announcement of Event & Event Logo allowed for Event Branding purposes only.

**Arena Plaza, North & South Palm Court poles** have adjustable brackets: Maximum Range is 36” wide x 6’-8” long.

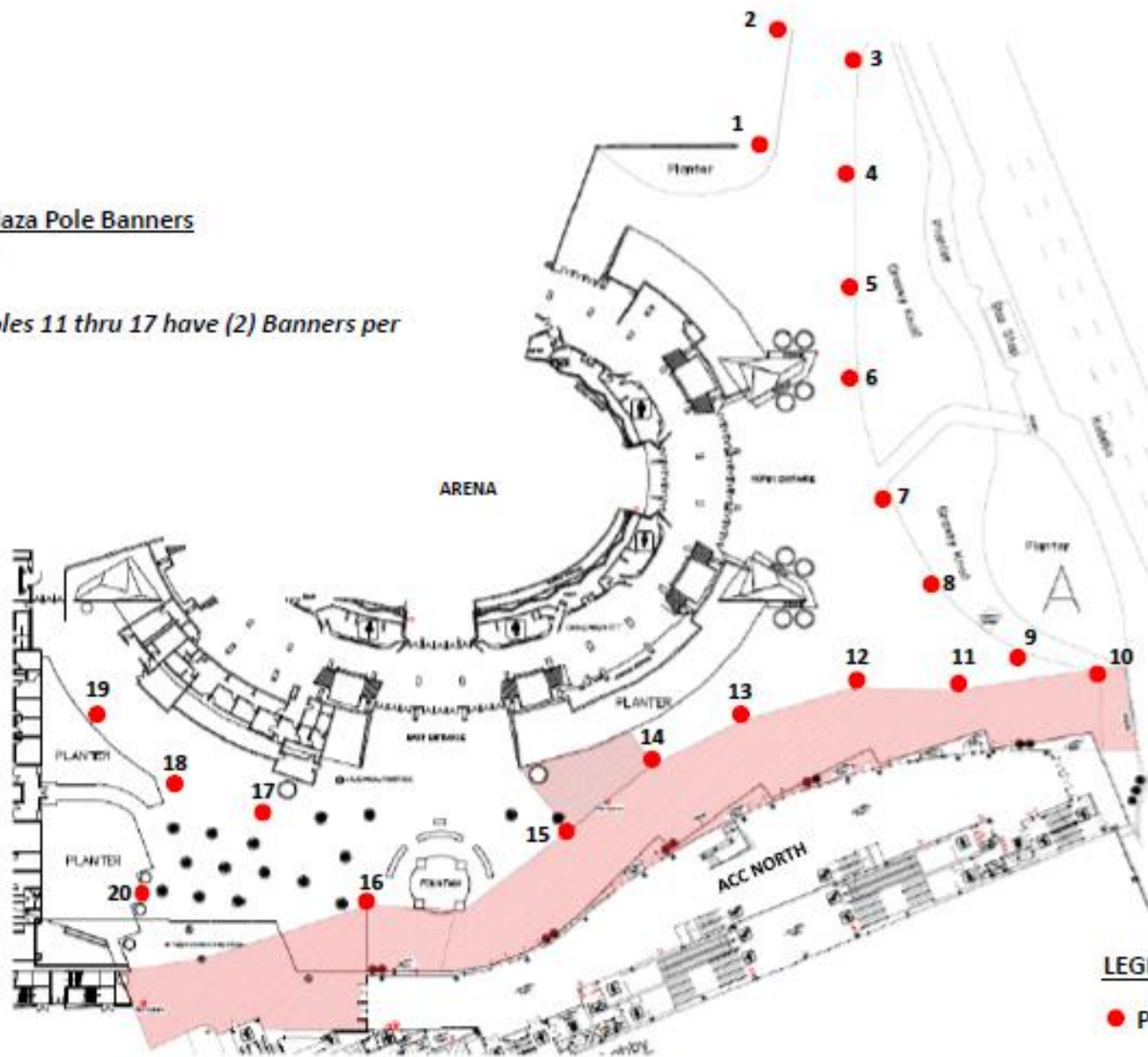
**Grand Plaza Banners** are 2’-6” wide x 9’-2” long.



### Arena Plaza Pole Banners

1 — 20

*Note: Poles 11 thru 17 have (2) Banners per pole.*

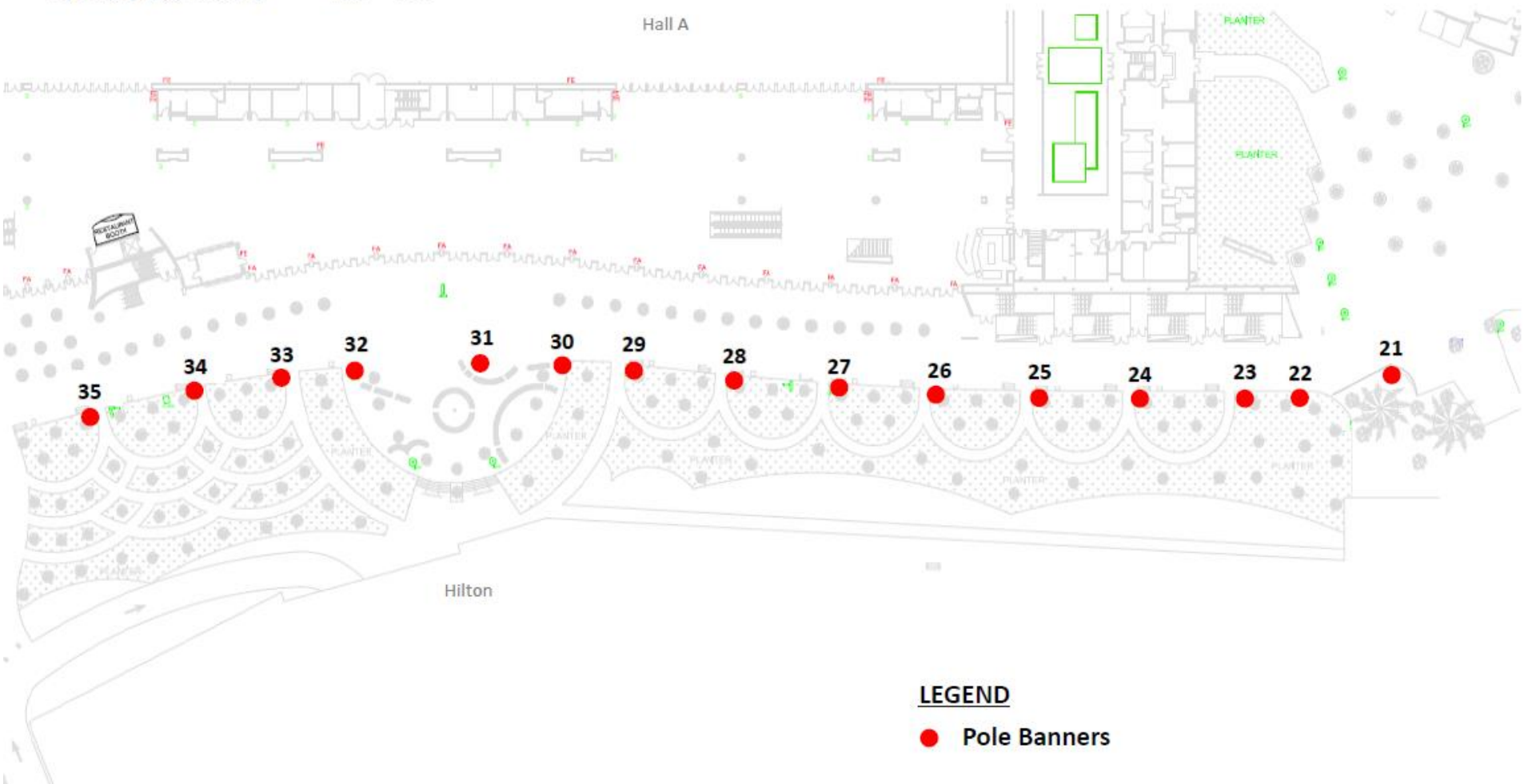




North Palm Court Pole Banners

ACC North: 21—25

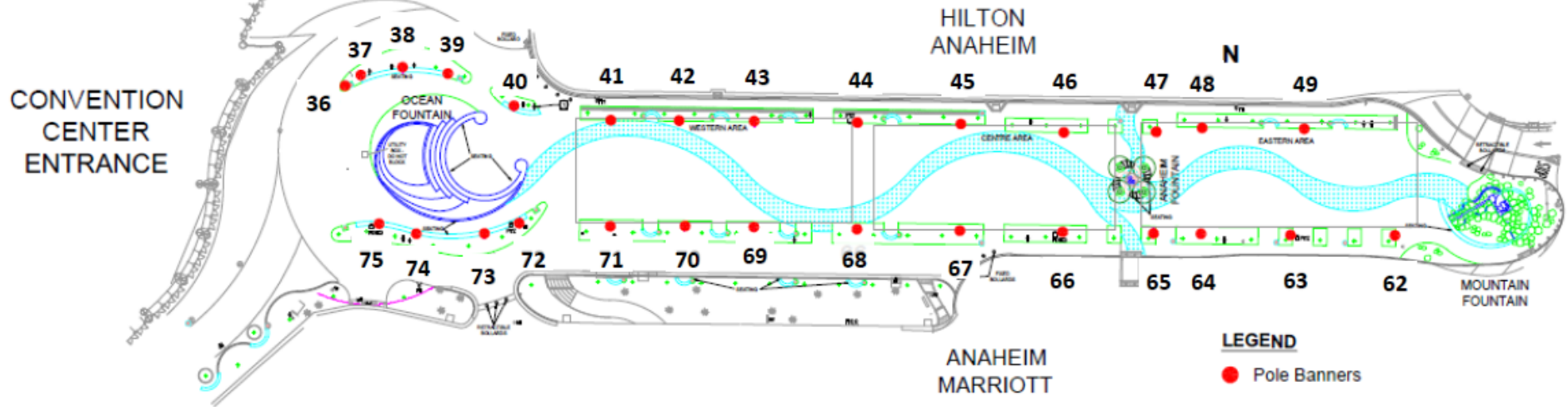
North Palm Court: 26 — 35





Grand Plaza Pole Banners

36—49 and 62—75



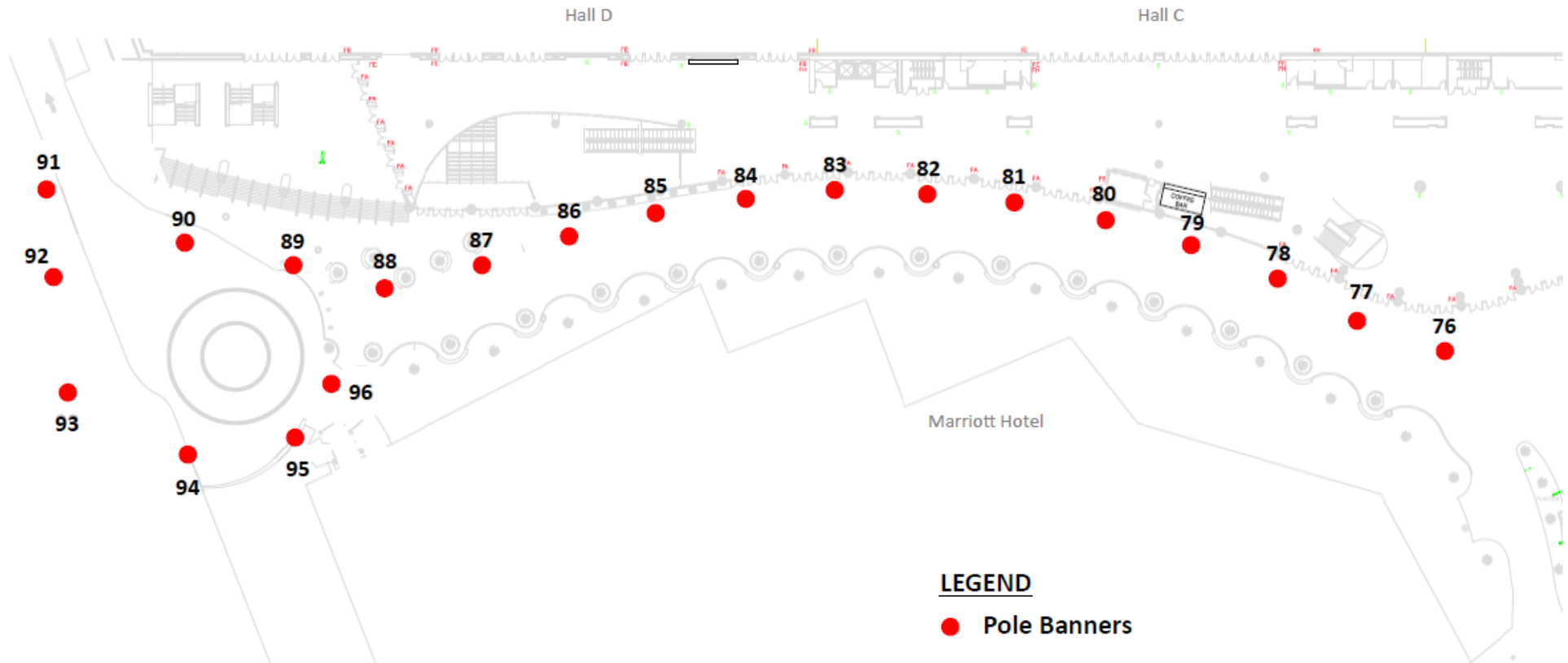


## South Palm Court Pole Banners

South Palm Court                    76— 90

Transit Plaza\*                    91 — 96

*\*Full Facility Events only—check with EM for approval.*







## GRAND PLAZA GUIDELINES

### GENERAL INFORMATION - BOOKABLE SPACE IN THE GRAND PLAZA

The Grand Plaza features 27,600 square feet of usable space. There are three sections available and a request for use of the space is to be submitted to either to your Visit Anaheim Sales Manager or to the Anaheim Convention Center Booking team.

### BANNER POLES

There are thirty-one (31) single-sided banner poles that run along either side of the Grand Plaza. There are four (4) double-sided banner poles in the median of Convention Way between the turnaround at Hotel Way and Harbor Blvd. Actual banner size is 29" wide x 110" long. All requests for use of the banner poles should be submitted to the Event Manager and will be approved by the Deputy Director. It is the responsibility of the General Service Contractor (GSC) to properly store ACC banners and re-install them during move-out.

### CLEANING

The ACC will provide cleaning in all outside common areas during move-in/out and show hours with the exception of exhibit related spaces. The show approved cleaning contractor is responsible for all cleaning related to exhibit space in the outside areas.

### DAMAGE

If any damage occurs in the Grand Plaza, please contact your Event Manager or Duty Manager immediately; so, that repair or restoration may begin. Show management and their service providers are responsible for the costs associated with the repair of all damage.

### FLOORPLAN

A floorplan of all proposed activity in the Grand Plaza is required to be submitted to Anaheim Fire & Rescue (AF&R) in advance of the event.

### FLOOR PROTECTION

When employing any heavy mechanized lift (forklift, scissor lift, motorized pallet jack, etc.) a path of Masonite must be laid down whenever crossing the river of lights (blue concrete).





## FLOOR PROTECTION – (CONTINUED)

Masonite and steel plates for proper weight distribution will also be required under the support bases on trailer stages or equipment with excessive weight loads regardless of location. Protection is required underneath the steel plates as they cannot be set directly onto the concrete. In addition, boom lifts must have a diaper underneath to mitigate any oil spills.

### Point Loads –Grand Plaza:

Maximum Load (lbs.)	Application Area	Steel Plate Thickness
2,800	6" x 6"	½"
7,000	9" x 9"	½"
12,000	12" x 12"	¾"
24,000	18" x 18"	¾"
37,000	24" x 24"	1"
50,000	30" x 30"	1"

## FOOD AND BEVERAGE

Food and beverage service is exclusive to Aramark, our exclusive food/beverage provider. Aramark is available at (714) 765 – 8800. Events with contracted space at the ACC are required to use Catering Services for all food functions in the Grand Plaza. The sale and service of alcohol is strictly prohibited unless coordinated through Aramark as they hold the liquor licenses for all ACC events.

When alcohol is being served, the area in use must be enclosed and all exits must be staffed with a security officer. Events with an attendance of less than (50) guests require a minimum of one exit and events with (50) guests or more require a minimum of two exits. A minimum of one security officer is required per every two hundred guests. The exception being for events with 50-199 guests which requires a minimum of (2) security officers to meet exit requirements. The ACC has permanent perimeter fencing on the west & east side of the Grand Plaza. Barricades are needed in areas that the fence does not cover. Please contact your Event Manager for specific requirements as this may vary depending on the setup.

For all food truck functions in the Grand Plaza, they must be equipped with mats both underneath and at the exit stairs of the truck.

## MARKET STRING LIGHTS

The Anaheim Convention Center (ACC) has permanent market string lights in the Grand Plaza. These lights will be on daily from dusk until 10pm. They have been installed within three sections: over the Ocean Fountain, west/center section of the Grand Plaza, and the east section up to the Mountain Fountain. Heights range from 14'-6 – 15' feet.





## **MOVE- IN/OUT**

The Grand Plaza has bollards that are accessible for move-in/out at Transit Plaza and the south side (Marriott) of the Grand Plaza. To gain access, please coordinate your schedule with your assigned Event Manager. ACC Security will lower the bollards as needed. If the bollards need to be lowered for more than 15 minutes, the event security contractor or ACC Crowd Control will be required to be stationed at the bollards. There is a four-hour minimum for this service.

The Event Manager will inform the client of the location for load in/out based on several factors such as other events in house, size of vehicle(s) that need access, location of setup, etc. All designated fire lanes must be kept clear at all times. Additional protection of the Grand Plaza is required.

When moving equipment between the hours of 10pm-7am, please be mindful of our hotel partners & their overnight guests. Also, please be aware that there is no idling of trucks.

Please ensure that your lease agreement includes your move-in/move-out dates/times.

## **NOISE RESTRICTIONS**

Amplified sound is permitted on the Grand Plaza from 7am-10pm. All activity is subject to monitoring of DB Levels and cannot exceed 85DB's. Adjustments may be required as deemed necessary.

## **OPEN AIR FIT PITS**

The use of open-air fire pits must be approved in advance by Anaheim Fire & Rescue and the ACC. Additional Anaheim Fire & Rescue personnel or security may be required onsite during event hours.

## **OUTDOOR LIGHTING/FOUNTAIN PROGRAMMING**

The fountain and lighting are pre-programmed in the Grand Plaza. During the day, the Ocean Fountain has a water show every half hour. The lights in the fountain may be programmed to a specific color and a labor fee will apply.

## **POWER**

There are three different connectors for the Grand Plaza. The 50 amp hubs that are along the outside edges of the plaza are 120/208 3 phase. The Ocean Fountain located closest to the building includes (2) 100 amp 3 phase 120/208 receptacles and (2) 100amp 480 3phase receptacles. The Mountain Fountain located on the east end of the Grand Plaza has (1) 100amp 480 3 phase receptacle. There are also 120v convenience receptacles located on either side of the Grand Plaza next to each palm tree. The show's approved electrical contractor is required to run all power for the event, please see ACC Electrical Guidelines for specifics. All power cords are to be properly secured for safety purposes by either cable ramps or approved tape. All electrical loads and distribution shall be within the NEC 210.10(A) at 80% load. All gear must be picked up at the end of show and all devices must be disconnected in the event of inclement weather. Lock all boxes and access doors for the safety of the public.

## **PYROTECHNICS**

All requests for the use of pyrotechnics must be submitted for approval to the Anaheim Fire & Rescue and your Event Manager. A floor plan of the proposed area is also required for submittal. An Anaheim Fire Inspector or security may be required during the use of pyrotechnics. Anaheim Fire & Rescue Department (714) 765 – 4040.

## **RESTROOMS**

There are no outside restrooms located in the Grand Plaza. For ACC events, restrooms are available inside of the Convention Center. Please consult your Event Manager for the specific locations.

## **SECURITY**

Security may be required based on event activity and the ACC has the right to require minimum staffing levels. Security is required for food related events that include alcohol. The ACC in-house security office is available 24 hours a day, 7 days a week at (714) 765-8975.



## **SIGNAGE**

No exterior advertising will be allowed in the Grand Plaza area. Signage displaying the event name or sponsor name is allowed and proposed locations must be submitted to the Event Manager for approval. Nothing may be affixed to any of the outside areas without approval from the ACC.

## **STAGING/EQUIPMENT**

The ACC can provide equipment for events in the Grand Plaza based on available inventory. The ACC does not have dance floor sections available for use in outdoor areas.

## **TAPE**

Both painter's tape and 3M Clear Scotch Tape #3565 are approved tape for use in the Grand Plaza. No other tape may be used.

## **TELECOMMUNICATIONS**

Smart City Networks is our exclusive telecommunications provider and can be contacted at (714) 765 – 8600.

## **TENTS**

The Grand Plaza is designed to accommodate a variety of different sized tents and canopies. There are planters on either side of the Grand Plaza that are 60 ft. apart and Helix stakes that have been installed as a mechanism to secure large tents. Helix stakes are only available in the west and center sections. There are no Helix stakes in the east section. For smaller tents or canopies, the tent company is required to provide a portable support system such as water barrels to secure the tents. The use of k-rail (concrete block) for tent anchoring is not permitted. A permit from Anaheim Fire & Rescue (714) 765 - 4040 is required for all tents and canopies that are in excess of 400 square feet. Please see your Event Manager for more information on the use of the Helix stakes.

## **WEIGHT LOADS**

The maximum allowable is 12,000 psf (83 psi). Additional protection is required over the river of lights. The west section/Ocean Fountain and East section/Mountain Fountain has an underground vault. In order to prevent vehicles with excessive weight loads in this area, all vehicles/equipment larger than a standard 8,000 lbs. forklift (small one) including food trucks must enter the Grand Plaza through Transit Plaza only. Any exception to this entry plan must be approved by the Operations Manager.

## **5K RUNS/WALKS**

All requests for 5k Runs/Walks must be submitted for approval and a 5K Request Form must be completed. Once approval has been given by the ACC, you are required to contact the Anaheim Police Department Traffic Control office at (714) 765 - 1812 to secure the proper permits. Traffic Control Officers may be required for events that take place on City streets. The maximum number of participants for a run may not exceed three hundred (300) people. The Grand Plaza will be subject to the current rental rate for use during 5K Runs/Walks.





## PARKING LOT REGULATIONS

### 7/1/2023 – 6/30/2024

#### PARKING RATES

The established parking fee for each entry is:

TYPE OF RATE	RATE
Standard Rate	\$20.00
Premium Rate	\$25.00
VIP Rate	\$30.00

The Anaheim Convention Center (ACC) accepts the following payment types: **credit cards, debit cards, Apple Pay, and Google Pay.** Cash is not an accepted form of payment.

#### FOR OUR GUESTS AND VISITORS

1. Please contact the ACC at 714.765.8950 for the current daily parking rate. Note that vehicles in excess of 20 feet in length will be charged twice the daily rate per entry and must be parked in designated spaces. Total length of vehicle cannot exceed 40 feet.
2. The parking fee is surrendered upon entering the parking lot and the parking receipt is not transferable.
3. The parking ticket is valid for one entry only and is not valid for in and out parking.
4. Speed limit is 5 m.p.h.
5. Please observe all overhead structure clearance signs.
6. Please park in marked parking spaces only (Anaheim Municipal Code 14.32.170).
7. Backing into parking spaces is not permitted (Anaheim Municipal Code 14.32.176).
8. Overnight parking of any vehicle is prohibited (Anaheim Municipal Code 14.32.220). Vehicles onsite at 2AM or an hour past the end of any event (the later of), may be subject to a citation.

#### FOR OUR CLIENTS AND EXHIBITORS

1. Please check with your Event Manager or Parking Management team to confirm the parking rate for your event.
2. Exhibitor parking fee will be the prevailing daily rate and will include unlimited in and out privileges through the West Street entrance. Parking and re-entry are provided on a space available basis. Exhibitors must present their daily paid parking receipt **AND** their Exhibitor badge to the Parking Cashier in order to be granted re-entry.
3. The parking fee is surrendered upon entering the parking lot and the parking receipt is not transferable.
4. Speed limit is 5 m.p.h.
5. Please observe all overhead structure clearance signs. Vehicles, displays, machinery, towed loads, advertisement, etc., parking in the parking lot to be used in conjunction with an event currently using the Anaheim Convention Center must have prior approval, and if permitted, will be required to pay rental space and/or parking fees as referred to in the contract.
6. Please park in marked parking spaces only (Anaheim Municipal Code 14.32.170).
7. Backing into parking spaces is not permitted (Anaheim Municipal Code 14.32.176).
8. Overnight parking of any vehicle is prohibited (Anaheim Municipal Code 14.32.220).
9. Security Gates will be closed at 6PM. Any requests for vehicle entry after 6PM must be made through special arrangements with the Event Manager, Security, and Parking in advance.
10. Equipment storage of any kind, including but not limited to forklift, high lifts, scissor lifts, electric carts, etc., must be stored in the crate storage area located east of Car Park #6 only. Equipment stored in unauthorized areas may be towed. The responsible party will also be liable for the payment of storage fees and the time spent by ACC personnel to research the status of the equipment. Time spent to make arrangements for equipment removal will also be calculated and included in the billing.
12. All staging, parking, and/or loading/unloading activities are prohibited on Hotel Way and Convention Way at all times.
13. All special requests regarding the aforementioned regulations must be submitted in writing to ACC Management and receive approval prior to the start of the event. Your cooperation in observing the regulations is requested. Violations will result in citation and/or tow away.

**Your cooperation in observing the regulations is requested. Violations will result in citation and/or tow away.**



## SAMPLE EVENT ESTIMATE

**ANAHEIM CONVENTION CENTER**

800 WEST KATELLA AVENUE

ANAHEIM, CA 92802

## EVENT ESTIMATE

EVENT:			TODAY'S DATE:	
CLIENT:				
DATE OF EVENT:				
EVENT #:				
SPACE:				

ESTIMATED EXPENSES DO NOT INCLUDE RENTAL CHARGES AND/OR SERVICE PARTNER CHARGES (PSAV, ARAMARK, SMART CITY, OR AFR).

DESCRIPTION	AMOUNT	NOTES
COX OFFICE:		

**BOX OFFICE:**

water mark

BOX OFFICE SET-UP & EVENT MANAGEMENT FEE:	\$0.00	\$250 PER DAY, PER BOX OFFICE & BOX OFFICE EVENT MGMT. FEE - \$1,500.
BOX OFFICE PERSONNEL:	\$0.00	SELLER \$25.00 PER HOUR / SUPERVISOR \$33.00 PER HOUR (5 HOUR MINIMUM)

**PERSONNEL:**

ELECTRICAL TECHNICIANS/LABOR:	\$0.00	\$187.00 PER HOUR EARLY/LATE CALLS; SEE TAB FOR BREAKDOWN
HVAC TECHNICIANS/LABOR:	\$0.00	\$187.00 PER HOUR EARLY/LATE CALLS; SEE TAB FOR BREAKDOWN
CROWD CONTROL:	\$0.00	SEE TAB FOR BREAKDOWN
PEER SECURITY:		SEE TAB FOR BREAKDOWN
FIRST AID:	\$0.00	NURSE \$42.00 PER HOUR (4 HOUR MINIMUM); SEE TAB FOR BREAKDOWN
ANAHEIM POLICE:	\$0.00	SEE TAB FOR BREAKDOWN

**SERVICES/EQUIPMENT:**

ADVERTISING CHARGES:	TBD	ALL ADVERTISING CHARGES WILL BE BILLED POST-EVENT (IF APPLICABLE).
EQUIPMENT:	\$0.00	
EQUIPMENT:	\$0.00	
EQUIPMENT:	\$0.00	
EQUIPMENT:	\$0.00	
BULK TRASH REMOVAL:	\$0.00	DOB \$825, COMPACTOR \$950, 1/2 COMPACTOR \$475, 1/2 DOB \$412.50 EACH
**TAPE REMOVAL:	\$0.00	\$500.00 (ARENA), \$1,700.00 (HALLS A,B,C,& E), \$2,500.00 (HALL D)
ELECTRICAL SERVICES:	\$0.00	ALL ELECTRICAL WILL BE PROVIDED BY AN APPROVED OUTSIDE PROVIDER.
AUDIO RECORD FEEDS:	\$0.00	\$25 PER FEED, PER DAY or \$70 PER FEED, PER EVENT
ROOM RESETS AND/OR LABOR:	\$0.00	SEE TAB FOR BREAKDOWN
KEYS & CYLINDER CHANGES:	\$0.00	SEE TAB FOR BREAKDOWN
TABLE LINENS (FOR 66" ROUND TABLES):	\$0.00	SEE TAB FOR BREAKDOWN
PARKING PASSES:	\$0.00	PARKING PASSES @ \$18/ EACH
<b>TOTAL EXPENSES:</b>	<b>\$0.00</b>	

ESTIMATED COSTS ARE SUBJECT TO CHANGE. PAYMENT IS DUE WITH 72 HOURS OF EVENT ESTIMATE RECEIPT OR PRIOR TO MOVE-IN (WHICHEVER COMES FIRST).

PLEASE NOTE THAT THE ACC ACCEPTS CASH, CHECK, WIRE TRANSFERS, OR MONEY ORDER. THE ACC DOES NOT ACCEPT CREDIT CARDS AS A FORM OF PAYMENT.

IF PAYMENT IS BEING MADE WITHIN (14) DAYS OR LESS OF MOVE-IN, THEN PAYMENT MUST EITHER BE A CASHIER'S CHECK OR A WIRE TRANSFER.

IF YOU ARE PAYING BY WIRE TRANSFER, PLEASE SEE THE WIRE TRANSFER TAB FOR SPECIFIC INSTRUCTIONS.

**PLEASE NOTE THAT THERE IS A LOST FEE OF \$650 FOR ANY UNRETURNED IPADS THAT ARE CHECKED OUT TO YOUR AV COMPANY FOR THE MANAGEMENT OF LIGHTS IN ACC NORTH.**

ADDITIONAL COMMENTS:	SEE ATTACHED <i>LABOR &amp; EQUIPMENT RATES</i> TAB.
	***PLEASE NOTE THAT TAPE REMOVAL IS BILLED POST EVENT IF THE TAPE HAS NOT BEEN REMOVED BY THE GSC CLEANING CONTRACTOR.

	CLIENT SIGNATURE		DATE	
	PREPARED BY: Event Manager			





## VEHICLE MOVEMENT PLAN GUIDELINES

### PURPOSE

This document has been created as a guideline in order to collect information and maintain a safe Move-in and Move-out process and parking plan for the West side of the facility.

### QUICK TIPS

- **Pre-Planning:** An event show organizer or Decorator/GSC **MUST** work with both the ACC Parking Management team and their assigned Event Manager to develop a working vehicular movement and parking direction plan for move-in/move-out activity by no later than (14) days prior to the first move-in date (including any special move-in arrangements).
- **Staffing:** An event should have a minimum of (3) to (4) staff in place to help organize and direct specific event vehicular move-in/move-out operation, dependent upon space utilized.
  - *\*\*If staffing is deemed insufficient (at any time) by the Anaheim Convention Center, appropriate staffing levels may be arranged to fill in deficiencies at client cost. \*\**
- **Entry/Direction:** Clear communication is the responsibility of the show organizer and/or their Decorator/GSC regarding the overall move-in/move-out process. As a standard, you should include the current pricing for entry and parking direction for exhibitors, vendors, & staff. Communication should include a map (see attached options) for direction & any other pertinent information that you feel is necessary.
- **Standard Staging areas (based on space):**
  - Hall A/Arena: CP7 (Hall A/Arena apron as overflow as available)
  - Hall B/Hall C: CP5 (CP7 for overflow as available)
  - Hall D: CP5 (CP4 for overflow as available)
  - Hall E: CP4/portion of CP5 (CP5 additional space as available)
  - 2<sup>nd</sup>/3<sup>rd</sup> floors: Staging will vary based on event activity
  - ACC North: CP1/ACC North Docks (Overflow will vary based on event activity)
- **Unload/Load Assistance:** As a venue, we are not equipped to assist any exhibitor and/or vendor with the unload/load process, nor are we able to provide any equipment for the purpose of unloading/loading.
- **Cost:** There is a cost for vehicles to enter onto the Convention Center campus, regardless of the nature of their activity or length of stay. Vehicles over 20' in length will be charged oversized rates and arrangements for placement made in advance. Please communicate this to your exhibitors, vendors, & staff. If you would like to cover the cost for vehicle entry, please reach out to the ACC Parking Management team or your Event Manager to discuss options.
- **Parking Areas:** All vehicles, once unloaded, are required to relocate to a marked parking stall as directed. Any vehicles parked in unmarked stalls, unauthorized areas, or areas marked "no parking" are subject to City citation.
- **Signage:** All directional signage for move-in/out activity will be the responsibility of the Show Organizer and/or the Decorator/GSC for the event.
- **Truck Marshalling/Staging:** Show Organizers and/or their Decorators/GSC's are responsible for arranging truck marshalling and staging for the event. Referrals may be available for offsite locations at the 30-day mark prior to event activity. On a rare occasion, space may be available onsite, however, this must be requested through the ACC Parking Management team to make arrangements.
- **Overnight Parking/Storage:** Overnight parking is prohibited on the Convention Center campus. This includes but is not limited to, personally operated vehicles, box trucks, bobtails, trailers, car carriers, etc. Please contact the ACC Parking Management team to discuss any storage requests. Cost may be applicable.
- **Oversized Vehicles:** Please note that CP5 & CP7 are able to accommodate oversized vehicles, based upon availability and approval from the Parking Management team.
- **Special note:** \*CP6 is unavailable & utilized for ACC staff parking only.\*



# SUBMITTING A VEHICULAR MOVE-IN/OUT PLAN

## REQUIREMENTS OF SHOW MANAGEMENT

Show Organizers will be required to submit the Vehicular Move-In/Move-Out Plan Info Sheet (page 3) to the ACC Parking Management team and assigned Event Manager by no later than (14) days prior to the first move-in date (required submittal timing should include any special move-in arrangements).

The show organizer and/or Decorator/GSC should communicate; the distance from the unloading/staging and parking areas to the exhibit location, the cost for entry (including oversized rate as applicable) for exhibitors, vendors, staff, etc., and \*if applicable, the need for the exhibitor to provide their own equipment to transport product (i.e., carts and dollies).

### Reminders:

- Submit completed “Vehicular Movement Plan” Info Sheet (include custom map, if necessary)
- Vehicle ramp access is prohibited, unless using CP7 for staging/unloading. (staff required at ramps)
- Parking in CP7 may not be available when being used for staging/unloading purposes.
- \*If using CP7 for staging/unloading, an additional (2 to 4) parking attendants may be required; (1) located at key locations for direction & (1) within the CP7 structure to monitor staging activity & assist with parking direction to other locations.
- Vehicle Staging/Unloading is prohibited in all crate storage areas and aprons near loading docks, unless arrangements are made in advance with the ACC Parking Management team.
- Safety during your Move-in & Move-out process is ultimately your responsibility. This includes reconnecting dock chains that have been temporarily removed for your event activity & reinforcing safe practices for all vendors, exhibitors, and staff.
- For ACC North Overflow Staging: Staging activity within CP7 requires an ACC staff person at X-gate for entry. **\*See ACC North guidelines for the standard move-in/out process for the Docks and CP1.**

### Standard Move-in/Move-out Process:

- Exhibitor arrives to entry gate
- Parking Cashier hands exhibitor/vendor a dash pass (slip of paper in windshield)
- Parking Attendant directs vehicle to Check In location (pre-determined based on activity)
- Staff at Check In point directs to the staging location (pre-determined based on activity)
- \*Additional Parking attendant(s) may be staffed at client cost in designated staging location positioned to direct vehicles to stage/park & to monitor staging time (as needed).

***\*\*If no plan is submitted to the venue, a minimal amount of staffing (at client cost) will be scheduled for your move-in/out process as shown on the Standard Move-in/Out Process diagrams. \*\****

### Recommended Staging Areas for vehicles & trailers - Based on Location:

***\*(ACC may adjust based on operational need)\****

- **Hall A/Arena:** CP7 (apron/upper lot may be used for staging/unloading, this area should be marked as a “time-restricted area” and will be enforced by ACC Security)
- **Hall B:** CP5 (No ramp or apron access – CP7 as needed for overflow)
- **Hall C:** CP5 (No ramp or apron access – CP7 as needed for overflow)
- **Hall D:** CP5 (No ramp or apron access – CP7 as needed for overflow)
- **Hall E:** CP5 (bottom level of CP4 for overflow – no ramp access and no blocking of fire lane)
- **ACC North** (overflow staging ONLY for West Side):
  - **Default move-in/out process should be through CP1/ACC North docks. \*See ACC North guidelines.**
  - \*Overflow staging may require an X-Gate attendant for entry & an additional parking attendant within CP7 for vehicle direction for staging/parking at client cost.

**(\*See attached corresponding diagrams - based on contracted space\*)**



## VEHICULAR MOVEMENT PLAN: INFO SHEET

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\*Show Organizers and/or Decorators/GSC's **MUST** submit the following information to the ACC Parking Management team and Event Manager by no later than (14) days prior to the first move-in date (required submittal timing should include any special move-in arrangements).\*

**(If no plan is submitted, ACC will provide staffing as a default at client cost.)**

1. How many exhibitors (or vendors) are expected?
  - a. How many will be utilizing cartload service through your Decorator/GSC?
2. Provide the expected timing on exhibitor (or vendor) arrival.... (Include published times from exhibitor kits)
3. Provide your staffing schedule (include the number of staff, position locations, & operational timing)
4. Who will be providing the carts (or assistance) to exhibitors (or vendors) for their unload/load activity?
5. If providing a custom map, please provide the following:
  - a. Check-In Area
  - b. Staging Area
  - c. Equipment Storage Area
  - d. Staff Locations
  - e. Parking Area(s) Communicated to Exhibitors
  - f. Additional area(s) that will be used

**\*\*Please send this form & a copy of your operational map plan to:**

Misty Brewer  
[mbrewer@anaheim.net](mailto:mbrewer@anaheim.net)

Your Event Manager



## WATER FILL STATIONS – ACC SOUTH – LEVEL ONE

### ANAHEIM CONVENTION CENTER LEVEL ONE





## 5K/FUN RUN APPROVAL PROCESS – ANAHEIM RESORT AREA

The City of Anaheim, Anaheim Police Department, the Anaheim Convention Center, & the Anaheim Resort area require the following information in order to accommodate & approve any 5K/Fun Run requests:

### GENERAL INFORMATION

- You may submit a your 5K/Fun Run request any time **up to 3 months prior** to the 5K/Fun Run date.  
\*\*Any requests within 3 months are subject to availability and may not be approved due to timing required for permitting, contracting, & the overall planning process.\*\*
- “Official approval” will not be given to any event until **3 months prior** to the 5K/Fun Run request date. \*No exceptions.\*
- The ACC Grand Plaza **MUST** be on your contracted space for this request to be approved.  
\*Please note that you may be subject to a rental charge for use of the Grand Plaza.
- The City agreement process and permit is required **at least 2 months prior** to the 5K/Fun Run date & issued by the City of Anaheim.
- Cones are required to be placed along the 5K/ Fun Run route by a bonded cone company, **no earlier than the morning prior** to the 5K/Fun Run start time. \*See attached for a list of local bonded cone companies, though ANY bonded cone company is acceptable.
- Please provide traffic plans, if possible.
- You (or your vendor) must **physically** post Event Notification A-frame signs at the major driveways and intersections (for traffic) **at least 1 week prior** to the 5K/Fun Run date. \*See route map for sign placement & attached for Copy text required on sign.
- You (or your vendor) must **physically** hand out Event Notification fliers to all impacted business/residents along the 5K route.  
\*See attached for a sample flier. \*\*Mailing this notification will not be considered sufficient. \*\*

### ON-SITE

- Your 5K/Fun Run may not begin any later than 6am during the week (Mon – Fri) and any later than 7am during the weekend (Sat-Sun).
- The proposed route will take place within the curb lane of Harbor Blvd, Orangewood Avenue, West Street, & Convention Way and will require 2 laps to complete (approx. 3.1 miles), which is equivalent to a 5K run.
- Your 5K/Fun Run shall have no more than a total of (300) participants.
- Race Participants shall be sent out in no less than (3) waves @ a minimum of 3 minutes apart.
- Anaheim Police Department Traffic Control staff is required at major intersections and residential driveways. \*Equates to 10 TC's & a supervisor (starting cost is approx. \$1255.00)
- Additional staff must be posted at each major driveway along the 5K/Fun Run route, but may be staffed with Show Staff, Volunteers, or additional Traffic Control staff (additional cost). \*This equates to 10 additional driveways. See Map below.\*
- Amplified sound is prohibited prior to 7am in the Grand Plaza & all equipment must be provided by you (or your vendor).





## ANAHEIM RESORT AREA 5K/FUN RUN ROUTE







## ANAHEIM RESORT AREA 5K/FUN RUN ROUTE



▲ = Notification signs

■ = Driveways (may be covered by Show Staff or Volunteers)

■ = TC Required Positions



## 5K/FUN RUN APPROVAL PROCESS – ANAHEIM RESORT AREA

### STEP 1:

#### Anaheim Convention Center Requirements:

- You will be required to book the Grand Plaza for a 5K/Fun Run request. Please reach out to your booking contact for cost associated with this request & availability of space. You may also reach the Anaheim Convention Booking team at [ACCBooking@anaheim.net](mailto:ACCBooking@anaheim.net).
- Fill out attached form with the 5K/Fun Run information requested.
- Send form to the Anaheim Convention Center Parking Manager, Misty Brewer at [mbrewer@anaheim.net](mailto:mbrewer@anaheim.net) for review.
- Approval and Booking Confirmation is required from the Anaheim Convention Center & Resort area before you may move on to Step 2 of the process.

### STEP 2:

#### City of Anaheim / Anaheim Police Department Requirements:

- Complete all requirements for Step 1 prior to starting Step 2.
- Please reach out to David Gonzalez, with the Traffic team with the Anaheim Police Department at [dggonzalez@anaheim.net](mailto:dggonzalez@anaheim.net) to discuss costs & requirements for staffing.
- Submit an agreement process and permit.  
\*payment required prior to processing
- Provide a sample of the flier 5K notification to the Anaheim Police Department BEFORE distribution.  
\*See below for sample\*
- Provide a list of businesses and residents that have been physically notified to the Anaheim Police Department.  
\*Specific Business and contact name should be provided.
- Provide a list of vendors utilized for the setup of this 5K/Fun Run to the Anaheim Police Department.  
\*Submit to David Gonzalez

### ONSITE CONTACT INFORMATION

Misty Brewer  
Anaheim Convention Center  
Parking & Box Office Manager  
Phone: 714-765-8969

David Gonzalez  
Anaheim Police Department  
Traffic Control Supervisor  
Phone: 714-765-1812



## CALIFORNIA BONDED TRAFFIC CONTROL EQUIPMENT COMPANIES

Joe Velasco Jr  
(562) 208-9961  
[joe@pacifictc.com](mailto:joe@pacifictc.com)  
Pacific Traffic Control, Inc.  
1481 E. 4<sup>th</sup> St.  
Los Angeles, CA 90033

Jim Morris  
(626) 926-8742  
[jim@jcltraffic.com](mailto:jim@jcltraffic.com)  
JCL Traffic  
500 S Greenwood Avenue  
Montebello, CA 90640

Joe R Villado  
(714) 488-2939  
[joe@scbarricades.com](mailto:joe@scbarricades.com)  
Southern California Barricades  
5930 Lakeshore Drive  
Cypress, CA 90630

**\*Please note that this is not an all-inclusive list. As long as the company being utilized for the 5K cone placement is a bonded cone-company, that should be sufficient.\***



## NOTIFICATION SAMPLES – A FRAMES (FOR STREETS/DRIVEWAYS)

**SAMPLE ONLY:** (There are 7 locations required)

ROAD CLOSED NOTICE

THIS ROAD WILL BE CLOSED

**(DAY), (MONTH/DAY), (YEAR)**

**(TIMING FOR 5K ACTIVITY)**

CALL (SHOW NAME) MGMT WITH INFO AT

(CONTACT IN CHARGE OF 5K PHONE NUMBER)

### **AVISO**

ESTE CAMINO ESTARA CERRADO

(In Spanish) **(DAY), (MONTH/DAY), (YEAR)**

**(TIMING FOR 5K ACTIVITY)**

PARA INFORMACION LLAME AL

(SHOW NAME)

(CONTACT IN CHARGE OF 5K PHONE NUMBER)

PHYSICAL EXAMPLE – (approximately 22” x 28” sign) below:





## NOTIFICATION SAMPLES – FLIERS (FOR BUSINESSES/RESIDENTS)

**SAMPLE ONLY:** (Fliers should be done in English & Spanish)

**ANAHEIM RESORT AREA**

**5K/FUNRUN EVENT NOTIFICATION**

(Event Logo or 5K Company Logo)

(Day), (Month) (Date), (Year)

(Timeframe)

For more information call: (contactnumber) | (Contactname)



## 5K/FUN RUN INFORMATIONAL REQUEST FORM

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TODAY'S DATE: \_\_\_\_\_  
PERSON SUBMITTING THE REQUEST: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_

What event or organization is this 5K in conjunction with?

What is the proposed date of this 5K?

How many race participants are expected?

What is the proposed time that the 5K will begin/end?

*(REMINDER: Start time should be no later than 6am on Weekdays & no later than 7am on weekdays)*

Where is the proposed Start/Finish line going to be?

What equipment needs will you have for this event (stage, chairs, power, etc.)? Will you have vendors?

Who will be the main contact for this activity? Will you be utilizing a DMC or a specific 5K company for this 5K/Fun Run?  
(Please provide contact information.)





**ANAHEIM FIRE & RESCUE**  
**Community Risk Reduction Division**  
201 S. Anaheim Blvd., #300  
Anaheim, CA 92805  
(714) 765-4040  
[tradeshowsinspector@anaheim.net](mailto:tradeshowsinspector@anaheim.net)



**ANAHEIM CONVENTION CENTER EVENTS**  
**SPECIFICATIONS & REQUIREMENTS**

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**I. First Floor**

The “high ceiling” area of the lobby is limited to flame retardant materials only. Furniture with foam padding in the high ceiling area shall meet TB 117-2013 flame retardant requirements and quantity of items may be limited. Furniture with foam padding in the low ceiling areas and in Halls A, B, C, D & E shall meet TB 117 flame retardant requirements.

**II. Second & Third Floor Terraces**

1. The “Pacific Terrace” usable square footage is 2,926 along the railing on the east end. Maximum occupant load is 195 people. This space can only be used when the second and third floor meeting rooms are not in use.
2. The “North Terrace” is standing room only. No items shall be placed in this area.
3. The “California Terrace” event space maximum occupant load is 350 people. A 24 foot clear path shall be maintained along the railing. No items shall be placed outside the rear corridor north exit doors/exit path next to the rock roof.

**III. Second & Third Floors**

1. Maintain a 20-foot clear path throughout the lobby on the second and third floors from the glass railing. No items shall be placed against the railing.
2. Items may be placed in the “finger lobbies;” however, a 13 foot clearance on each side shall be maintained from side-wall to center of the floor. If items are placed on each side of the walls, then a 26-foot clearance shall be maintained in the center of the finger lobby.
3. Meeting rooms that have 50 or more people shall have a minimum of 2 exits. One located at the front and rear of the room. Exits, aisles and pathways shall be unobstructed. When a screen or stage is necessary in a small meeting room, a 3 foot clear path is required to the exit door and an illuminated or self-illuminating exit sign is required when the existing exit sign is not visible.
4. Furniture with foam padding shall meet TB 117 flame retardant requirements.
5. Standard set-ups meeting fire code requirements for banquet, theatre and classroom seating does not require a submittal unless exits or aisles are obstructed and drape higher than 8 feet is being used.

**IV. Arena & Arena Lobby**

1. Events that have displays in the arena lobby shall be placed against the west and east walls no more than 15 feet in depth. An alternative set-up than the one listed, will require a fee based plan-check submittal to Anaheim Fire & Rescue.
2. Placement of tables or equipment shall be placed a minimum of 25 feet away from the east glass doors in the arena lobby. The west arena lobby hallway shall be kept clear and unobstructed. Exception: Tables for handouts placed against the AR1 wall is acceptable.
3. Drape shall not obstruct exit signs in Arena bowl vomitories. Exception: Seats in that section are closed and not occupied.
4. Arena concourse shall remain free of tables, displays or vendor sales unless they are located in the cut-out areas.
5. When the backstage concourse area is being used for event storage due to west or north stage placement in the Arena, seating in those sections shall not be occupied. All exits shall remain unobstructed and a 6 foot egress path shall be maintained.
6. Sound mixing stations placed inside the Arena entrance/exit doors shall maintain a clear aisle width of 10 feet on each side and a minimum of 12 feet from the exit doors and shall not obstruct exit sign above exit doors.
7. A fee based plan submittal is required when pyrotechnics are used in the Arena.
8. A floor plan is required to be submitted to Anaheim Fire & Rescue when the layout is outside the standard scope of banquet, theatre or classroom setup.
9. Furniture with foam padding, including chairs, couches & chair covers shall meet TB 117-2013 flame retardant requirements and quantity of items may be limited.
10. Booths and general items shall be placed a minimum of 2 feet below the ceiling in unsprinklered areas.
11. No items shall be placed under staircases.



# **ANAHEIM CONVENTION CENTER EVENTS**

## **SPECIFICATIONS & REQUIREMENTS**

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### **V. Palm Court and Arena Plaza**

1. A 20 foot wide clearance shall be maintained at all times in the striped/grid area on the Palm Court that extends from the Transit Plaza Circle to Katella. Events using this area for display purposes shall submit plans to Anaheim Fire & Rescue.
2. Fire hydrants shall not be obstructed and shall have a 10 foot clearance on each side for access.
3. No items shall be placed in Transit Plaza.

### **VI. ACC North – Plaza Level**

1. Setups approved under both escalators shall not exceed past outer edge of escalators (approximately 10 feet in depth) or extend past edge of wall (length-wise) on north and south side.
2. Table setup approved for security purposes next to north exit doors in northwest corner 5 feet in depth by 15 feet in length and next to south exit doors in southeast corner 5 feet in depth by 10 feet in length.
3. Setup approved down the middle of the terrazzo that leads to the edge of the carpet with 20 feet of clearance required on each side of the staircases and escalators.
4. Lobby setups outside numbers 1 through 3, require plan submittal to Anaheim Fire & Rescue and approval by Anaheim Convention Center.
5. North and south exterior exit doors can be propped open when approved by Anaheim Convention Center.

### **VII. ACC North – 200 Level**

1. Setups approved adjacent to escalators in cut-outs shall be 5 feet from glass railing and can extend to edge of wall on the south and north sides and no further than edge of glass railing on the west side of escalators.
2. Displays approved in front of 3 west balconies (north of main staircase) not to protrude further than the glass railing on each side.
3. Usable space north of First Aid Room/Fire Extinguisher Cabinet leading toward bridge measures 10 feet in depth by 75 feet in length. A 10 foot clearance shall be provided at the north end of the wall.
4. Katella Terrace exit path between columns and railing shall be kept clear and unobstructed. Exit doors and pathway from meeting space shall be kept clear and unobstructed

### **VIII. 100 & 200 Level Meeting Space**

1. No setups allowed in blue vestibule spaces.
2. When air walls are used for meeting spaces the following requirements apply to the main exit aisles outside the meeting rooms: 20 feet clearance required down the middle of all aisles; no setups within 10 feet of blue exit vestibules; 15 feet clearance from roll up doors and service doors that are at the end of aisles. Anything outside of this scope requires plan submittal to Anaheim Fire & Rescue and approval from Anaheim Convention Center.

### **IX. Bridge – ACC South**

1. No items shall be placed on east wall (no exceptions).
2. Placement against west wall is a maximum of 8 feet in depth by 35 feet in length. Setup starts approximately 12 feet north of first column past south Java Coffee Bar and ends 15 feet north of second column.



## **ANAHEIM CONVENTION CENTER EVENTS SPECIFICATIONS & REQUIREMENTS**

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### **VII. General Information**

1. All strobes, speakers, fire extinguishers, smoke detectors, fire signage and fire department equipment or connections shall not be concealed or obstructed by drape, hard-walls, booths, column wraps or by any other manner.
2. No signage or entrance units shall be placed over the escalators.
3. No storage allowed in the second and third floor rear corridor passageways unless it is placed in the designated red striped storage areas and the items are non-combustible.
4. No items shall be placed under the staircase located on the terrazzo floor and Hall A lobby.
5. No storage of any kind allowed in the Hall E north freight corridor.
6. Drape lines higher than 8 feet that lead to exits shall require self-illuminating or illuminated exit signs that are tied into emergency power or have battery backup.
7. Candles for banquets and open flame devices including fire performers require a permit from Anaheim Fire & Rescue and are fee based. Pyrotechnics, special effects including Sparkular require a License from the California State Fire Marshal's Office and a Fireworks Permit from Anaheim Fire & Rescue. Please contact [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net) for more information.
8. Banquet tables shall be divided from the tradeshow area by a 10 foot aisle. Exception: banquet tables placed within the tradeshow shall be curtained off by a 3 foot high drape and provided with 3 foot exit openings. Banquet and conference tables shall be placed 54 inches apart and not less than 36 inches from wall. Travel distance to an exit aisle from a seated position shall not be more than 30 feet. Vertical and horizontal aisles may be required based on the number of tables. Tables shall not be placed in front of exit doors.
9. Fire rated doors shall not be propped open.
10. Commercial filming requires a Filming Permit from the City of Anaheim Public Works Department and notification to Anaheim Fire & Rescue. Stand-by will be determined on a case by case basis.
11. California structural engineered stamped plans shall be submitted to City of Anaheim Building Department for custom built bleacher stands 30 days in advance of the show date. Portable bleacher plans showing aisle and seating widths shall be provided to Anaheim Fire & Rescue 30 days in advance of the show date.
12. A fee based plan submittal is required when exits, exit signs or portions of a hall are obstructed with drape higher than 8 feet for theatre or classroom style seating and/or do not meet the standard set-up criteria of the Convention Center.
13. No storage of any kind allowed on the east side of Car park 6 between the marked fire lane and railing. This includes electric cart charging.
14. No storage allowed on the fire lane adjacent to the hotel unless all other storage areas on the dock are full. The east vehicle lane shall be kept clear and unobstructed.
15. Drapes, curtains, banners, decorative material, registration counters, booths, tents or canopies, and hard-walls, etc., shall be flame retardant. Furniture with foam padding placed inside meeting rooms or Halls shall meet TB 117 flame retardant requirements. Proof shall be submitted to Anaheim Fire & Rescue.
16. Items placed in the lobbies, including entrance units, shall be indicated on floor plans and approved by Anaheim Fire & Rescue.
17. Displays shall be 18 inches below sprinkler heads and 2 feet below ceiling in non-sprinklered areas.
18. Breakaway stanchion may be used at show opening to facilitate mass ingress. Stanchions shall be placed a minimum of 15 feet away from exit doors. Stanchions shall be removed after mass ingress is complete, unless approved by Anaheim Fire & Rescue.
19. Freight aisles shall be visibly marked down the designated freight aisle. All freight aisles shall be kept clear and unobstructed during move-in and move-out.
20. Events are prohibited from being held in parking structures.
21. All exit doors shall be unlocked and exit sign covers removed in Halls A – E the morning of show opening.

**To Request this brochure in an alternative format, please call (714) 765-4040 or TTY (714) 765-5125. The City prohibits discrimination on the basis of race, color or national origin in programs, services and activities.**





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**TRADE SHOW, GENERAL SESSION,  
BANQUET & EVENT FLOOR PLAN SUBMITTAL  
SPECIFICATIONS & REQUIREMENTS**

**References:** California Fire Code; Anaheim Municipal Code

**Permit**

A permit is required to conduct a trade show. A “trade show” is defined as any show, display or exhibition containing more than 10 (ten) tables or booths for the display or sale of goods and services. General sessions, breakout sessions, banquets, and events, requires a permit and floor plan submittal when it is outside the standard setup of the facility, or it includes the following criteria:

- Exits or aisles obstructed by screens, walls, risers, audio-visual equipment or drape higher than 8 feet.
- The use of indoor pyrotechnics, cold spark devices or open flame performances.

**Floor Plan Requirements**

All exhibit areas over 30,000 square feet shall have 10-foot minimum aisles, and a minimum of 4 vertical and 4 horizontal through aisles (front to back and side to side) in each space unless otherwise approved by Anaheim Fire & Rescue. Shows less than 30,000 square feet and closed to the public shall have 8-foot minimum aisles. If columns are included in the aisles, the aisle must be the required width plus the width of the columns.

Plans shall be submitted for review **BEFORE BOOTH SPACE IS SOLD** and a minimum of **THIRTY (30) DAYS** prior to the event and shall be accurately scaled, showing size and location of all aisles, exits, exhibits, hard-walls, curtains or drape, banquet set-ups and registration areas. All fire equipment, including fire extinguishers, fire alarm devices and fire department connections, shall not be concealed or obstructed and must be shown on the floor plan.

Email submissions are permitted for most facilities and shall include all aisle width measurements listed large enough to read when printed (8-1/2 x 11 or 11 x 17). Email submissions for the Anaheim Convention Center are permitted by request and is determined based on the size of the show and layout. Floor plans exceeding 150,000 square feet may require submittal of 8 hard copies. Hard copy plans shall include a pre-paid envelope for their return and include the floor plan application, check made payable to the City of Anaheim or a request to make payment via credit card.

**Submit plans to:** Anaheim Fire & Rescue, Attention: Tradeshow Inspector or [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net), 201 S. Anaheim Blvd., Suite 300, Anaheim, CA 92805. Email submissions will require payment online via Visa, MasterCard, or Discover Card once your application is processed by Anaheim Fire & Rescue.

**Floor Plan Review Process:**

Plans are reviewed in the order received after payment is made. A minimum of 2 weeks is required for plan review. Plans submitted for the Anaheim Convention Center require review by Anaheim Fire & Rescue and the facility, so please allow additional time for review. Plans submitted less than two weeks from the show date may incur additional expedite fees. A copy of the approved floor plans by Anaheim Fire & Rescue shall be kept on the show site.

**Floor Plan Review Fees**

**Floor plan Review fees are due upon submittal of plans.** Trade show fees are based on the total square footage of the room(s), hall(s) or ballroom(s) being used. Total trade show and event footage includes all tabletops, schoolroom seating, exhibit space, theater, general session, and banquet seating. A separate floor plan application and fee is required for each hotel, facility, or venue.

Breakdown of fees include plan review and inspection times as listed below.

Inspection Fees		Plan Check Fees	
Less than 30,000 sq. ft.	\$320-4 hours	Less than 30,000 sq. ft.	\$40-.50 hour
30,001 to 150,000 sq. ft.	\$400-5 hours	30,001 to 150,000 sq. ft.	\$60-.75 hour
150,0001 to 300,000 sq. ft.	\$640-8 hours	150,0001 to 300,000 sq. ft.	\$80-1 hour
300,001 to 450,000 sq. ft.	\$880-11 hours	300,001 to 450,000 sq. ft.	\$160-2 hours
450,001 to 600,000 sq. ft.	\$1,120-14 hours	450,001 to 600,000 sq. ft.	\$200-2.5 hours
600,001 to 820,000 sq. ft.	\$1,280-16 hours	600,001 to 820,000 sq. ft.	\$320-4 hours
820,001 to 850,000 sq. ft.	\$1,440-18 hours	820,001 to 850,000 sq. ft.	\$360-4.5 hours
Over 850,000 sq. ft.	\$1,920-24 hours	Over 850,000 sq. ft.	\$640-8 hours

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Revised 8/23





**ANAHEIM FIRE & RESCUE**  
**Community Risk Reduction Division**  
201 S. Anaheim Blvd., #300  
Anaheim, CA 92805  
(714) 765-4040  
tradeshowsinspector@anaheim.net

FTS # \_\_\_\_\_

OFFICE USE ONLY

**FLOOR PLAN SUBMITTAL APPLICATION**

*Applicant Information*

Show Name \_\_\_\_\_

Location of Show \_\_\_\_\_

Show Dates \_\_\_\_\_

Applicant \_\_\_\_\_

Applicant's Complete Address \_\_\_\_\_

Applicant's Name & Phone # \_\_\_\_\_

Applicant's Email \_\_\_\_\_

Billing Party \_\_\_\_\_  
(if other than applicant)

Complete Billing Address \_\_\_\_\_  
(if other than applicant)

Contact Name/Phone \_\_\_\_\_  
(if other than applicant)

**FLOOR PLAN REVIEW FEES ARE DUE UPON SUBMITTAL OF PLANS: Fees Effective August 1, 2023. Expedite fees apply to plans submitted or paid for less than (21) days from the date of the show (72) hours or less from the date of the show.**

<u>SIZE OF SHOW</u>	<u>FEE</u>	<u>LESS than 21 days</u>	<u>72 hour or Less</u>
Less than 30,000 sq. ft	\$360	\$400	\$640
30,001 to 150,000 sq. ft	\$460	\$520	\$760
150,001 to 300,000 sq. ft	\$720	\$800	\$1040
300,001 to 450,000 sq. ft	\$1040	\$1200	\$1440
450,001 to 600,000 sq. ft	\$1320	\$1520	\$1760
600,001 to 820,000 sq. ft	\$1600	\$1920	\$2160
820,001 to 850,999 sq. ft	\$1800	\$2160	\$2400
Over 851,000 sq. ft	\$2560	\$3200	\$3440

The above fees are based on an estimated plan check and inspection time. If the plan check or inspection time exceeds the base rate, additional fees will be invoiced to you at the following rates:

**Plan Review & Inspection Fees: \$20 per ¼ hour**  
**After Hours/Weekends: \$120 per hour (2 hour minimum)**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Credit Card Payment is accepted via Visa, MasterCard or Discover Card. Make checks payable to City of Anaheim.  
For applicable plan check and permit fees refer to Resolution 2020-052

OFFICE USE ONLY

Amount Due \_\_\_\_\_ Date: \_\_\_\_\_ ☐ Check No. \_\_\_\_\_ Credit Card ☐

Online Payment Info Sent \_\_\_\_\_ Approval Date \_\_\_\_\_





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## **EXHIBITOR & EVENT**

### **SPECIFICATIONS & REQUIREMENTS**

**References:** California Fire Code, California Building Code

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#### **Booth Requirements**

All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths that are ¼ inch thick or greater are not required to be flame treated. Cardboard structures or walls shall be flame retardant and a California State Fire Marshal flame resistant certificate shall be provided. Covered ceiling structures or enclosed rooms, including tents with sidewalls shall have one smoke detector placed on the ceiling for every 900 square feet.

Electrical appliances and cords must be U.L. approved. Hardback booths must be at least 9 inches from the rear booth boundary line. Gas appliances must be A.G.A. approved. All temporary electrical wiring shall be accessible and free from debris and storage materials.

#### **Fire Equipment: Exhibit Halls, Meeting Rooms & Lobbies:**

Storage, booth construction, easels, chairs, and signage shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles. Fire equipment, fire strobes, fire speakers, fire signage and fire extinguishers shall not be concealed and shall always remain visible and unobstructed.

#### **Storage**

Literature and product handouts shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than a 1-day supply of combustible storage is allowed beneath tables and in storage rooms. No storage of any kind will be allowed outside your booth space, behind curtains, walls, or on electrical.

#### **Decorative Materials & Foam Padded Furniture**

All drapes, decorative fabrics, netting, faux succulent/plant/flower/grass walls or faux boxwood hedges, canvas tents, canopies, awnings, curtains, straw, hay, inflatables, cardboard display walls/furniture, bean bags, fur or carpeted walls and decorative materials that are used for booth separation or decorative purposes are required to be flame resistant. A copy of the California State Fire Marshal flame resistant certificate must be provided to Anaheim Fire & Rescue prior to show opening. If at any time it is determined that the material or product is not flame retardant, the materials shall be removed prior to show opening. Foam padded furniture, such as chairs with foam padding, couches, ottomans, and armchairs shall meet TB 117 flame retardant requirements in sprinklered areas. Foam padded furniture in unsprinklered areas shall meet TB 117-2013 flame retardant requirements.

#### **Cooking Appliances**

Operation of any electrical cooking appliances, i.e., ovens, stoves, grills, hot plates, tabletop-deep fryers, skillets, etc. and all demonstrations using these appliances must be placed in the rear of the booth away from the public or be protected with a clear plastic shield or barrier to prevent splatter or contact with the heating element by the customer. One serviced and tagged, (2A:10BC or K) fire extinguisher shall be provided inside booth for all deep fryers. An Exhibitor Permit is required for the use of propane, butane, commercial/free standing deep fryers, carbon dioxide and nitrogen used for food or beverage dispensing. **These requirements do not apply to microwave ovens, coffee pots, electric tea kettles, rice cookers, slow cookers, instant pots, electric air fryers, popcorn wagons or sterno used with chaffing dishes.**

#### **Candles**

Use candles for sale in booth space must be securely supported on a substantial non-combustible base and be located to avoid danger of ignition of combustible materials or tipping over. The candle flame shall be protected by a non-combustible container.

#### **Helium**

Helium cylinders shall be secured to a fixed object with one or more restraints, or a mobile device designed for the movement of compressed gas containers at all times.



# EXHIBITOR & EVENT SPECIFICATIONS & REQUIREMENTS

References: California Fire Code, California Building Code

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## Vehicles

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display, shall have batteries disconnected and a maximum of 1/4 tank of fuel. The gas cap shall be locked or sealed with tape. Batteries in electric vehicles shall be rendered inoperable by manual disconnect or other approved methods. Ignition keys shall be labeled and kept on site at all times. Contact the Tradeshow Inspector for alternative fueled vehicles.

## Heat-Producing Equipment & Machinery

Operation of any welding equipment, soldering device, etcetera, requires protection around equipment so it will not cause injury to the public during demonstration. All items shall be placed on a non-combustible surface. Approved welding screens will be required for welding equipment. **An Exhibitor Permit is required for compressed gas, natural gas, propane, butane, and open flame.** Operation of any electrical, mechanical, or dust-producing equipment, which incorporates moving parts or could cause injury to the public require protection around machinery for the viewers' protection if safeguards are not currently in place. **This does not apply to normal electrical appliances such as lamps, computers, radios, etc.**

## Fireplaces

All appliances shall be U.L. approved and a protective screen shall be provided in front of the fireplace if used with natural gas or gel fuel cans. A maximum of two 13-ounce gel fuel cans per fireplace may be used. Natural gas connections provided at the Anaheim Convention Center shall be conducted by a licensed plumbing contractor and an Exhibitor Permit is required. See Exhibitor Permit section for the use of propane or natural gas.

## **THE FOLLOWING ITEMS REQUIRE AN EXHIBITOR PERMIT:**

*A PERMIT SHALL BE SUBMITTED FOR APPROVAL A MINIMUM OF 14 DAYS PRIOR TO SHOW OPENING*

### Propane or Butane

Describe the use of propane or butane. Propane and Butane will be limited to two-17-ounce containers per appliance.

### Compressed Gas, Carbon Dioxide, Nitrogen, Liquid Nitrogen or Hazardous Materials

Describe the use and amounts for each day of the show on the Exhibitor Permit. Provide the volume of each cylinder or tank in cubic feet or gallons. Provide the number of cylinders or tanks you are requesting each day of the show and total for event. Provide how the cylinders will be delivered and/or transported into the facility. Quantities may be limited by Anaheim Fire & Rescue. Include the Safety Data Sheet (SDS) for each product. Delivery and transport of cylinders or tanks to and from the exhibit booth shall be conducted by the general service contractor unless otherwise approved by Anaheim Fire & Rescue.

### Flammable or Combustible Aerosols/Liquids

Describe the use and amounts for each day of the show on the Exhibitor Permit. Include the Safety Data Sheet (SDS) for the product. Quantities may be limited by Anaheim Fire & Rescue. Natural gas connections at the Anaheim Convention Center (ACC) shall be conducted by a licensed plumbing contractor that has a valid contract with the ACC. **All flammable or combustible aerosol containers used for display purposes must be empty.**

### Open Flame

Describe the product used to create the open flame and description of demonstration. Please include the use of any compressed gas, propane, butane and flammable or combustible liquids/aerosols that may be used in conjunction with the open flame demonstration.

### **Two-Story Booths (One or More Staircases) – Plans are reviewed for fire requirements only, not structural stability.**

Submit stamped drawing by a California Licensed Structural or Civil Engineer. Stamped drawings shall provide the following information: live load per square foot, square footage of the second floor (or any floors above floor level), the width of each staircase. Additional information and conditions may be required for booths with 2 or more staircases. Submit a rendering of the entire booth space including any doors, walls or room separations or setups on the upper levels. The staircase walking surface shall be a minimum of 36 inches wide (no exceptions). Engineered stamped drawings are valid for a 2-year duration or expiration date noted by engineer. Please contact [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net) for more information. Booths that do not have approval from Anaheim Fire & Rescue shall not be occupied or have storage on the second floor. Build on site shall match measurements provided. If measurements are found to be inaccurate during onsite inspection, the permit may be revoked.

### Special Effects/Sparkular/Cold Spark Devices/Fireworks

The use of pyrotechnics in the City of Anaheim requires a license from the California State Fire Marshal's Office and fireworks permit from Anaheim Fire & Rescue. For more information, please contact [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net)





# ANAHEIM FIRE & RESCUE

## Community Risk Reduction Division

201 S. Anaheim Blvd., #300

Anaheim, CA 92805

(714) 765-4040

tradeshowinspector@anaheim.net



## EXHIBITOR PERMIT

THIS PERMIT SHALL BE KEPT ON SHOW SITE

BOOTH # \_\_\_\_\_

BOOTH NAME # \_\_\_\_\_

SHOW NAME \_\_\_\_\_

LOCATION OF SHOW \_\_\_\_\_

### CONTACT INFORMATION

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

CONTACT INFO ( ) FAX ( )

Area Code

Area Code

CONTACT NAME \_\_\_\_\_

ONSITE CONTACT \_\_\_\_\_

SHOW DATES \_\_\_\_\_

### I HEREBY APPLY FOR AN EXHIBITOR PERMIT FOR THE FOLLOWING USE:

- ☐ Flammable/Combustible Liquids/Aerosols
- ☐ Open Flame (Sterno does not apply)
- ☐ Compressed Gas or Liquid Nitrogen
- ☐ Propane/Butane

- ☐ 2-Story Booth
- ☐ 1 – Staircase ☐ 2 or more staircases
- ☐ Hazardous Materials
- ☐ Other \_\_\_\_\_

### PLEASE PROVIDE INFORMATION AS REQUESTED ON EXHIBITOR REQUIREMENTS:

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department Approval \_\_\_\_\_ Date: \_\_\_\_\_

### FIRE SAFETY REQUIREMENTS: