



# GRB Rules & Regulations

As Adopted December 2019

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The Licensee is responsible for compliance with these Rules and Regulations and should instruct its employees, contractors, agents and attendees accordingly to eliminate problems before they arise.

## **Definitions**

**President:** The CEO of Houston First Corporation or any person designated by the CEO to perform any of his or her functions.

**Event:** The function or activity for which the Facility will be used and occupied, as described in the License Agreement.

**Facility:** George R. Brown Convention Center, 1001 Avenida de las Americas, Houston, Texas 77010.

**General Manager:** The person in charge of overseeing day-to-day operations at the Facility, including events, maintenance, repairs and capital projects. This person has authority to act for the President in his or her absence.

**Licensee:** An approved applicant who has entered into a License Agreement with Houston First Corporation for use of the Facility.

**License Period:** The period of time the Licensee has use of the Premises, including move-in, Event and move-out days as defined in the License Agreement.

**Premises:** That portion of the Facility to be used for the Event, as defined in the License Agreement.

## **Required Licensee-Contracted Services**

### **First Aid**

Certified first aid personnel (such as emergency medical technicians or nurses) are required at events with an estimated attendance of five hundred (500) or more people or more than thirty thousand (30,000) gross square footage of licensed spaced. Licensee shall be responsible for the cost of providing certified first aid personnel. See table below for requirements:

|        |  |                             |
|--------|--|-----------------------------|
| 1 EMT  | Projected Daily Attendance 500-3,999 or<br>30,000 -300,000 sq ft   | <i>Whichever is greater</i> |
| 2 EMT* | Projected Daily Attendance 4,000-9,999 or<br>300,001-650,000 sq ft | <i>Whichever is greater</i> |
| 3+ EMT | Projected Daily Attendance 10,000+ or<br>650,001+ sq ft            | <i>Whichever is greater</i> |

*\*In the case an event has 200,000 sq ft of exhibit space and 75,000 sq ft of meeting room space then a second EMT is required.*

Certified first aid personnel (such as emergency medical technicians or nurses) are required at events with an estimated attendance of five hundred (500) or more people. The Licensee shall be responsible for the cost of providing certified first aid personnel.

A minimum of one (1) certified first aid provider must be present in the Premises during each Event day, beginning thirty (30) minutes prior to the Event opening to attendees and continuing until one hour after the Event is closed to attendees.

At least one (1) certified first aid provider must be present in the Premises during move-in and move-out activities, such as the loading/unloading of freight or exhibits, or the use of equipment such as forklifts, boom lifts, scissor lifts or pallet jacks.

For certain events, such as concerts and sports competitions, additional emergency medical services (such as a certified paramedic) may apply.

A schedule of the number and postings of first aid personnel shall be submitted in writing to the Convention Services Manager at least thirty (30) calendar days prior to the first day of the License Period. All such first aid arrangements are subject to the approval of the General Manager.

The Licensee assumes sole responsibility for the qualifications and actions of all first aid personnel.

The licensee shall notify the Convention Services Manager immediately in the event of an accident, injury or any other incident requiring first aid. The Licensee or its first aid personnel shall promptly complete an incident form and submit to the Convention Services Manager.

## **Security**

Licensed security guards are required at events with an estimated attendance of five hundred (500) or more people. The Licensee shall be solely responsible for providing security in the Premises, including crowd and traffic control and at any loading docks, driveways or other areas used during the License Period at its sole cost and expense.

If the Premises includes an exhibit hall, event security coverage must commence at the first minute of move-in and continue through move-out's completion.

If the Premises includes an exhibit hall, then a minimum of two (2) security guards must be present during each Event day beginning thirty (30) minutes prior to the Event opening to attendees and continuing until one (1) hour after the Event is closed to attendees. One security guard shall be posted to monitor ingress and egress and the other shall be assigned to rove the Premises.

If the Premises does not include an exhibit hall, then a minimum of one (1) security guard must be present during each Event day beginning thirty (30) minutes prior to the Event opening to attendees and continues until one (1) hour after the Event is closed to attendees.

At least one (1) security guard must be posted at any open freight door during move-in and move-out. No freight or personnel doors(s) will be opened until event-security personnel have been posted.

At least one (1) security guard must be present in the Premises during move-in and move-out activities, such as the loading/unloading of freight or exhibits, or the use of equipment such as forklifts, boom lifts, scissor lifts or pallet jacks.

A schedule of the number and location of security guards shall be submitted in writing to the Convention Services Manager at least thirty (30) calendar days prior to the first day of the License Period. All security arrangements are subject to the approval of the General Manager.

The Licensee assumes sole responsibility for the qualifications and actions of all security personnel.

The Licensee shall, at all times, conduct its activities with full regard for public safety and observe and abide by all applicable rules, including without limitation all emergency procedures, regulations and requests of the General Manager or duly authorized governmental agency responsible for public safety.

The Licensee shall ensure that its employees, agents, exhibitors, contractors and subcontractors wear a clearly visible identification badge provided by the Licensee or their respective employer at all times. Badges must include the name of the wearer and the name of his or her employer.

## **Facility-Exclusive Services**

### **Food and Beverage**

The in-house provider, Levy Convention Centers/Houston Inspired Catering, exclusively offers food, beverage and catering services at the Facility. Sampling requires the advanced permission of the exclusive food and beverage provider and must be requested at least thirty (30) calendar days prior to the first day of the License Period.

### **Telecommunications and Temporary Utilities**

Telecommunications, including voice, data and network services, are exclusively offered by in-house provider Smart City Networks.

Temporary utilities, including electrical, compressed air, water and drainage services, are an exclusive service at the Facility.

## **Facility-Affixed Audio Visual**

Facility-affixed audio, lighting and structural rigging are controlled exclusively by the in-house audio-visual contractor, Staging Solutions.

Water-based fog or smoke machines are available exclusively through the in-house provider. Devices acquired through outside providers will not be permitted for use within the facility.

## **Booth Cleaning**

Exhibit booth cleaning is an exclusive service at the Facility.

For more information on exclusive services, including rates and order forms, please visit the Facility website at [www.GRBHouston.com](http://www.GRBHouston.com) or consult your Convention Services Manager.

## **Event Support Documents**

### **Floor Plans**

For any Event featuring exhibit space, such as conventions and trade shows, floor plans must be submitted to the Convention Services Manager no later than ninety (90) days prior to the first day of the License Period. Floor plans for all other Events must be submitted to the Convention Services manager no later than thirty (30) calendar days prior to the first day of the License Period.

Floor plans shall allow adequate aisle and cross-aisle space and shall not prevent access to fire exits, fire hoses, concession areas, offices or meeting rooms. All floor plans should include any registration and pre-function areas.

Any floor plan, if different from the plan originally submitted, shall be submitted for re-approval to the Convention Services Manager no less than fifteen (15) calendar days prior to the first day of the License Period.

### **Permits**

Certain events, exhibits, displays and activities require licenses and/or permits, including, but not limited to, the following: cooking, food and beverage sampling, liquid or gas fueled vehicles, pyrotechnics, lasers, antique dealing, sales and use tax, tents or canopies.

The Licensee is solely responsible for applying for and obtaining any required license or permit.

### **Vehicle Display Permits and Guidelines**

All vehicle displays require a permit from the Houston Fire Department. If fifteen (15) or more vehicles will be displayed, then standby personnel shall be required for a fire watch. All costs incurred, including an hourly fee and permit, shall be the sole responsibility of the Licensee. (Please consult your Convention Services Manager for further details).

The battery must be disconnected while any vehicle is on display.

Fuel in the tanks of display vehicles shall not exceed one quarter ( $\frac{1}{4}$ ) of their capacity or five (5) gallons of fuel, whichever is less.

All display vehicle gas caps shall be taped or locked.

Non-flammable protective covering must be placed under display vehicles to prevent stains.

Duplicate keys for vehicles on display must be provided to show management and/or to show security for use in the event of an emergency. Keys shall be kept in the Premises during the entire License Period.

## **Set Up, Installation, and Tear Down**

### **Move-in and Move-out**

The Licensee is responsible for coordinating all move-in and move-out activities, schedules and logistics with the Convention Services Manager. All labor costs, expenses and requirements for move-in, move-out and set-up shall be the sole responsibility of the Licensee.

The Licensee is responsible for handling, storing and securing all freight, including crates and packing material. Crates shall only be stored in areas approved in advance by the General Manager. The Facility does not allow or accept freight shipments for the Licensee, its contractors, exhibitors or speakers prior to the License Period. The Facility shall not be held liable for any damages, losses or security surveillance for storage of crates.

All move-in and move-out of exhibits must be through designated loading docks, freight doors and freight elevators. The main lobbies, side doors, escalators and passenger elevators are not to be used for such purposes.

No forklifts, trailers, or other vehicles or equipment shall be stored or left before or after the License Period without prior written authorization from the General Manager.

### **Rigging and Hanging**

Rigging and hanging requests must be submitted for approval at least thirty (30) calendar days prior to the first day of the License Period to the Facility audio-visual contractor, who will determine if the requests are within the architectural guidelines of the Facility.

The General Manager reserves the right to refuse permission, remove, delay or terminate any rigging or hanging for safety reasons or to prevent damage to the Facility.

## Rigging and Hanging Permissions

The following table contains a summary of who may provide installation of certain materials:

| Type of Material   | Definition   | Who May Hang or Attach  |
|--|--|---|
| Banner, drape or screen masking                            | Soft material articles with no framing and no rigid support system. Total weight is 250 lbs or less. Materials used must meet fire code regulations. Drapes taller than 17 ft must be double sandbagged at the base. | Licensee's decorating service contractor or other Licensee- designated and Facility-approved company.   |
| Sign:<br>• 250 lbs or less<br>• No electrical              | Rigid or hard material with frame and/or support system. Purpose is to display words, pictures, graphics, etc., not to include projected images.   | Licensee's decorating service contractor or other Licensee- designated and Facility-approved company.   |
| Sign:<br>• 250 lbs or more<br>• With or without electrical |  | A Licensee-designated company but with approval of labor, location and weight by Facility only.   |
| Equipment support system                                   | Facility structure utilized to support lighting, sound, winch motors, screens, scenery, backdrops, etc.  | Facility contractor shall have the exclusive right to establish each Point*. Everything below the Point may be handled by Licensee's designated company, but all labor, locations, weight, etc. must be approved by the Facility Manager. |
| Exhibit support system                                     | Structures, cable, lines, etc. utilized to guide and support any part of an exhibit booth or stage setting   | Facility contractor shall have the exclusive right to establish each Point*. Everything below the Point may be handled by Licensee's designated company, but all labor, locations, weight, etc. must be approved by the Facility Manager. |

*\*A "Point" is defined as the steel cabling used to wrap or to be affixed around the structural beams of the Facility. The audio-visual contractor at the Facility shall have the exclusive right to supply the steel cabling, in addition to the right to supply the labor to wrap the cables around structural beams and connect those cables.*



## **Non-Premise Signage**

Sponsorship and commercial signage is prohibited on the exterior of the Facility.

Rates are assigned to all exhibitor or sponsor advertising signs, banners or decals that are hung or displayed in any non-licensed area of the Facility for which the Licensee receives a commission or any other benefit. Such advertising and signage is only allowed in designated areas which can be found on the Sponsorship Request Form. Licensee can obtain this form from their Convention Services Manager.

A plan for all non-commercial Licensee signage, including banners, free standing signage, decals, directional, etc., must be submitted to the Convention Services Manager at least thirty (30) calendar days prior to the Licensee Period for approval.

## **Damage Prevention**

Vehicles, boom lifts, scissor lifts, pallet jacks and similar equipment are prohibited on carpeted areas of the Facility unless approved in advance and in writing by the Convention Services Manager. If approved, Masonite® floor covering shall be used at all times. The Licensee may request use of Masonite® in inventory at the Facility during the License Period, providing that setup and removal are the sole responsibility of the Licensee.

Golf carts, Cushman® utility vehicles, Segway® vehicles and similar transportation devices are expressly prohibited in carpeted areas of the Facility unless approved, in advance and in writing, by the Convention Services Manager.

All platform trucks, dollies and carts used on permanently carpeted areas shall have tires and wheels of a type approved by the Convention Services Manager and shall meet the following requirements:

- Wheels of at least six inches (6") in diameter
- Thread width of at least two and one-half inches (2 ½")
- Non-skid tires only

Forklifts are strictly prohibited in all areas except in the exhibit halls.

Complete protection of the terrazzo floor in the Grand Lobby is required before moving or placing equipment. Terrazzo floor must be protected by plywood. The Licensee may request use of plywood in inventory at the Facility during the License Period, providing that setup and removal are the sole responsibility of the Licensee.

Complete protection of the pavers along Avenida is required before moving or placing equipment. Pavers must be protected by plywood. Convention Services Manager will provide the weight load limit. The Licensee may request use of the plywood in inventory at the Facility during the License Period, providing that setup and removal are the sole responsibility of the Licensee.

No locks and/or chains will be placed on any door of the Facility for any reason.

Under no circumstances should any exterior door be propped open or any automatic closing device, panic hardware or mullion be removed from any door of the Facility. Use or distribution of adhesive-backed decals is prohibited at the Facility.

Only tapes pre-approved by the Convention Services Manager shall be used in the Facility (e.g., Shurtape® PC 618 cloth tape or Shurtape® DF 642 double-faced cloth tape). No tape of any kind shall be permitted on any permanently carpeted or painted areas or be affixed to any permanent feature of the Facility.

The Licensee shall be charged \$1,000.00 per exhibit hall if tape, residue marks and booth number stickers are not removed from the Premises before the end of the License Period.

No holes may be drilled, cored or punched into walls, floors, equipment or any other part of the Facility. Use of the nails and tacks on Facility walls is expressly prohibited. Painting or finishing of signs, displays or other objects is prohibited at the Facility.

Drip pans and scrap buckets should be provided for operating machinery to prevent lubricants, paint, etc. from staining the floor and/or causing a safety hazard.

Any display containing soil, sand or similar materials shall use a protective floor covering such as heavy plastic. Curbing material shall be used to prevent spills and seepage. Helium balloons are prohibited within the Facility.

The furniture located in the second level show offices and conference rooms shall not be moved without the prior approval of the General Manager.

The public furniture on the first, second and third levels shall not be moved without the prior approval of the General Manager. When approved a fee will be associated. See your Convention Services Manager for more information.

Hazardous materials, including biohazards, are strictly prohibited at the Facility unless approved in advance and in writing by the General Manager. The Licensee shall be solely responsible for the proper care, handling, removal and disposal of all hazardous materials.

## **Cleaning**

Facility staff will clean the common areas, including lobbies, hallways, aisle carpeting, restrooms, meeting rooms, association offices and registration areas, at no charge.

Facility staff will provide light trash removal during move-in and move-out. The Licensee shall be responsible for removing all bulk trash, crates, pallets, packing material and any other trash not easily removed by a vacuum cleaner or push broom.

The Licensee shall be held responsible for any cleaning costs incurred due to residue, oil, grease or an unusual amount of dirt or debris. Use of confetti or glitter will result in additional cleaning costs.

In addition to any labor costs, the Licensee shall be liable for any costs associated with environmental cleanup and/or disposal.

## **Keys**

Requests for keys must be submitted to the Convention Services Manager and any keys issued shall be returned before the end of the License Period.

Licensee shall be charged one hundred dollars (\$100.00) for each key not returned to the Convention Services Manager by the expiration of the License Period and a twenty five dollar (\$25.00) charge for re-keying each appropriate lock.

## **Wireless Frequencies**

Licensees using wireless devices to support their event should make efforts to avoid the following frequencies to prevent interference: 204.200, 204.550, 204.900, 205.250, 554.125, 554.350, 554.575, 554.800.

## **Ticket Surcharge Procedures**

Licensee shall submit all Tickets collected to the Convention Services Manager no later than one hour after the Event is closed to attendees for the day. Facility staff will then prepare a ticket manifest listing the quantity and price of Tickets collected and present it to the Licensee's designee the next day for verification.

Licensee shall not reserve more than two hundred fifty (250) complimentary Tickets for the Event and shall ensure that all such tickets are clearly marked "Complimentary" and collected upon admission to the Event.

Licensee shall allow access to its box office records, ticket receipts and all other documents reasonably required to verify the accounting of the surcharge. The Licensee shall permit the City or its designated entity to audit the Licensee's box office records, ticket receipts and all other documents related to ticket sales to verify the accounting of the ticket sales and surcharge up to one (1) year after the Event.

If an Event is canceled, then the Licensee shall promptly issue refunds for all Tickets sold.

The term "Ticket" includes all forms of entry control utilized to impose a fee of any sort for admission to an Event, with the exception of Registration Fees and entry charged for seated meal functions.

The term "Registration Fee" is defined as a formal or official enrollment charge for an event usually purchased in advance for events closed to the public and restricted to an identified profession or members of an organization. Registration is not classified as a Ticket, but in the event of a dispute, the Director shall make the final determination in his or her sole discretion.

## **Fire and Safety**

### **Fire Regulations**

Flammable or volatile materials are prohibited within the Facility unless approved, in advance and in writing, by the fire marshal and the General Manager.

Use of flammable compressed gas cylinders is strictly controlled within the Facility and generally prohibited. Non-flammable compressed gas cylinders must be secured to prevent toppling.

All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used shall be flame retardant to the satisfaction of the fire marshal and are subject to inspection and flame testing by the fire marshal.

The Licensee, its employees, agents, exhibitors, contractors and all other personnel shall comply with all federal, state and local fire codes which apply to places of public assembly.

No portion of the entrances, exits, corridors, passageways, halls, lobbies, stairways, escalators, aisles, driveways, sidewalks, ramps or other common areas shall be obstructed or used for any other purpose than ingress and egress. All doors shall have a clearance of at least ten feet (10') on both sides with no physical obstructions. All exit doors shall remain unlocked during the Event.

Blocking of the entrance/exit doors of the restaurants on the first level is strictly prohibited.

Access to fire detection and suppression systems, heating, ventilation and air-conditioning vents, lighting fixtures and controls shall not be covered or obstructed at any time for any reason. Exit signs and fire hose cabinets must remain visible and unobstructed at all times.

The Licensee shall not admit to the Premises a number of persons in excess of the maximum occupancy established and approved by the fire marshal.

Certain events, exhibits, displays or activities require standby personnel for a fire watch. All such costs incurred, including an hourly fee and permit, shall be the sole responsibility of the Licensee. (Please consult you Convention Services Manager for further details.)

## **Concealed and Open Carry Handguns**

Possession of Firearms is forbidden in the Facility with the exception of the following: (i) licensed peace officers and licensed honorably retired peace officers, (ii) exhibitors and patrons during duly licensed gun shows and (iii) individuals licensed by the State of Texas to carry concealed handguns.

Licensee has the ability to restrict open carry in the Premises during the License Period by posting the appropriate signage at all the entrances of the contracted space. The Licensee and their contracted security personnel are solely responsible for controlling access. Contact your Convention Services Manager for necessary verbiage and requirements.

## **Facility Policies**

### **Smoking and Tobacco**

In accordance with City of Houston Ordinance No. 2006-1054, smoking is prohibited at the Facility, with the exception of certain enclosed meeting areas designated by the General Manager, when used for private, invitation-only functions.

The distribution or sale of tobacco products is strictly prohibited in the Facility.

### **Animals/Pets**

With the exception of service animals and animals participating in dog or cat shows, animals shall not be allowed in the Facility unless approved in advance and in writing by the General Manager. The General Manager must receive all request to bring animals into the Facility no later than thirty (30) calendar days prior to the first day of the License Period.

### **Public Art Displays**

The Facility is proud to promote Houston Artists and cultural interests. There are several installations throughout the Facility and parking garages. Artwork will not be removed, covered or tampered with in any way. For more information on locations of art displays contact your Convention Services Manager.

### **Residual Matters**

The President reserves the right to alter and/or amend these Rules and Regulations at any time and shall have sole authority to make decisions concerning any issue not addressed herein.

For every Event, the General Manager has the final determination as to whether the Facility is properly prepared, in accordance with these Rules and Regulations, for the doors to be opened to Event attendees.