

## **EXHIBIT B**

## **Alexandria Riverfront Center Facility Policies**

**These policies apply to all contracted service providers that Lessee hires for their event. Please share this with your contractors.**

Welcome to the Riverfront Center! We will do everything in our power to make your event safe and pleasurable. We can accomplish this task with your cooperation in the following facility policies. We want to thank you for selecting the Riverfront Center for your event. (Note: The use of the word "Center" throughout this document refers to the Alexandria Riverfront Center and/or it's management staff members.)

### **FACILITIES, SERVICES, RULES AND REGULATIONS**

#### **I. Access**

A. All fire exits, stairwells, halls, lobbies, etc. must be kept open and clear. Prior approval must be obtained in order to block any access area.

#### **II. STORAGE AREAS**

A. If available, storage areas will be provided. The Lessee or contractor must make arrangements in advance of the event with the Riverfront Center.

#### **III. LABOR SERVICES**

##### **A. FREIGHT**

1. The Center's staff may assist in the unloading, moving, handling and loading of freight. Freight is however, the sole responsibility of the shipper unless prior arrangements have been made with the Center.

2. Pre-event storage is limited. Therefore, prior arrangements must be made.

3. All outgoing shipments are the responsibility of the individual shipper. No arrangements for outgoing freight will be made by the Center.

4. No C.O.D. shipments will be accepted at the Center.

5. It is the express intention of the Riverfront Center to have skilled labor services available at a fair and reasonable cost.

##### **B. Housekeeping**

1. All cleaning throughout the facility is the responsibility of the staff of the Center with exception of catering areas and exhibit booths. We provide for normal cleaning of aisles and corridors in exhibit areas. **If any exhibit or display has unusual debris, waste or excessive boxes, the exhibitor shall make special arrangements for removal.**

2. Liquid disposal (ie: liquor and bar waste, water, cooking oils and/or greases, etc.) must be arranged prior to an event. The Center's trash dumpster is designed to accommodate dry refuse only.

#### **IV. SIGNS**

##### **A. Interior**

1. Prior arrangements to hang any signs and/or banners in the Center should be made with the Center's management.

2. Signs attached to the walls or ceilings must be approved by the Center's management. Placing signs or placards on painted surfaces utilizing tape, glue or fasteners (including nails or screws) is strictly prohibited. However, the use of "office putty" or 3M (brand) Command Strips are acceptable.

3. No signage of any kind may cover any exit, emergency equipment, fire alarm apparatus or exit sign.

B. Exterior

1. Permission to place signs on the exterior of the building must be obtained from the Center management.

V. **CONSTRUCTION AND PAINTING**

A. No use of power tools, equipment or construction is permitted without prior approval of the Center.

B. Painting of any kind is strictly prohibited on or in the Center. Any work not requiring the use of power tools or equipment, including loading and unloading, and exhibit set up, may be performed by the individual exhibitor.

The exhibitor may perform the laying of carpet owned by the exhibitor, provided that the proper tape is used.

VI. **ELECTRICAL**

A. Connections of normal 110-volt equipment is the responsibility of the individual exhibitor or decorating service.

B. All electrical cords used in the Center must be UL® approved and have three prong grounded plugs.

C. All electrical distribution panel locations are at the discretion of the Center and all extension cords must run to these panels.

D. The "overloading" of any wall circuit is not permitted. If circuit breakers are tripped, it is the responsibility of the individual to reroute power cords to different locations.

E. All wall electrical outlets are on twenty (20) amp breakers and tied together with three to four duplex outlets on each breaker.

F. No cooking, heating, warming or coffee making equipment may be connected to any wall outlet without prior approval of the Center.

G. No "hard wiring" of equipment is permitted in the Center without the expressed permission of the Center. All approved "hard wiring or un-wiring" will be completed by a licensed electrical contractor provided at cost, by the center. There will be no exceptions to this rule.

VII. **VEHICLES**

A. Vehicles permitted inside the Center's exhibit halls are limited to cars, station wagons, vans and pick-ups. No cube vans, semi tractor/trailer rigs or utility trailers are permitted inside without the permission of the Center.

B. All vehicles are to be removed from the facility immediately upon completion of unloading or loading.

C. All vehicles must be immediately removed from any location upon the request of Center staff members.

D. No display vehicles will be permitted inside or outside the facility without permission of the Center.

- E. No parking for any reason is permitted (including unloading or loading) on sidewalks, driveways, or fire lanes.
- F. DISPLAY OF AUTOMOBILES, MOBILE HOMES, BOATS
  - 1. All batteries must be disconnected
  - 2. All fuel caps must be locked or taped shut.
  - 3. Propane is not permitted in any form, in the display areas.
  - 4. Transfer of fuel(s) within the building is not permitted.

**IIX. EQUIPMENT AND MATERIAL HANDLING**

- A. All materials brought into the Center through lobby areas must be hand carried.
- B. Arrangements for assistance from the Center staff may be made prior to the moving of said materials.

**IX. ELEVATORS & ESCALATORS**

- A. No two-wheeled dollies or carts are allowed on passenger elevators or escalators for any reason or at any time.
- B. Freight elevators must be operated by Center personnel.

**X. GENERAL FACILITY POLICIES**

- A. The use or distribution of glitter, decals and/or stickers, including name tags at the Center is prohibited.
- B. Animals and pets are not allowed in the Center without prior approval of Center Management. Service animals are always welcome.
- C. Riverfront Center permanent graphics, signs, or displays may not be visibly blocked in any manner, nor temporary signs or decorations be attached to them.
- D. Cellophane, duct, or double faced type tapes may not be used at the Center.
- E. Trade shows or events with exhibits must provide a floor plan containing the layout of the proposed show prior to the offering of such exhibit space to exhibitors. If you do not have access to a floor plan, one will be provided by the Center's staff for your use at no cost. All aisles will be no less than six (7) feet in width. All other National Fire Codes must be adhered to.
- F. The use of wax, oil or petroleum based products (including sprays) such as WD-40®, Armorall®, Silthane®, etc. is STRICTLY PROHIBITED in the Riverfront Center. These type products ruins the floors finish and make the floors very slippery.
- G. The moving of lobby and/or concessions furniture is not permitted without prior approval of the Center.
- H. **The use or distribution of "lighter-than-air" (or helium) balloons, at the Center is prohibited.**
- I. Removal or the covering of artwork in the Center is not permitted.

**XI. DECORATING**

- A. No live cut trees, or shrubs shall be allowed. Containerized plants are acceptable.
- B. All decorating materials utilized inside the Center must be fire retardant treated (ie: hay bales, straw, cotton, dried flowers, paper goods, etc).
- C. Nothing may be hung or suspended from false ceiling structures, tiles or rails. No ceiling tiles may be moved from position.

- D. Candles must be enclosed in glass.
- E. No liquid or gel type lighting or candle fuels are allowed in the Center.

**XII. PYROTECHNICS**

- A. Absolutely no pyrotechnics, smoke or fog generators are allowed in the facility without permission from the Center's Management.

**XIII. SECURITY**

- A. The Riverfront Center requires a minimum of one security officer at every function. These officers are directed for tasks and duties by the Riverfront Center's Facility Director. Additional security officers may be secured through the Center at a cost of \$20.00 per hour per officer.
- B. The only armed security personnel permitted in the Riverfront Center will consist of Alexandria Police officers, Sheriffs Department Officers or Louisiana State Patrol Officers. If secured by anyone other than the Center's management, a list of officer's names and duty station will be provided to the Center prior to the event.
- C. All people staying in the Center "overnight" or during "off-hours" must be approved prior to the event and be accompanied by a security officer of the Center's security firm. Fees for this or these officers are the responsibility of the lessee.

**X. KITCHEN USE & CATERING**

- A. Liquid disposal (ie: liquor and bar waste, water, cooking oils and/or greases,/etc.) must be arranged prior to an event. The Center's trash dumpster is designed to accommodate dry refuse only. The use of LP-Gas cylinders is strictly prohibited.
- B. To be completed by the lessee or caterer:
  - 1. Dish washer:
    - a. Shut off unit.
    - b. Rinse out the inside and wipe down the outside
  - 2. Coffee maker
    - a. Shut off machine
    - b. Remove old filters and coffee grounds
    - c. Rinse out both sides
    - d. Wipe down outside
  - 3. Walk-in freezer & coolers - wet mop
  - 4. Plate warmers - clean and wipe down both the inside and outside
  - 5. Food warmers - clean and wipe down both the inside and outside
  - 6. Kitchen floors - Brooms, mops and mop buckets are provided for your use. Sweep and wet mop the floors after use.
  - 7. We will be more than happy to show you our dumpster location.
  - 8. Always double check for plates, flatware, glasses etc. We cannot guarantee they will be here tomorrow.
  - 9. Report ANY damage spotted before use and after use.
- F. Things Not to Do
  - 1. Never remove any equipment from the kitchen.
  - 2. Never place metal pots, pans or other objects on griddle

surfaces.

2. Never plug more than one appliance in to a single AC outlet. (Our circuits cannot take the load and they will throw a breaker.)
3. Never leave any thing you brought in. We do not store items.
4. Remove tablecloths, bar towels, etc. - Take them with you.
5. Do not leave any foodstuffs in the walk-in freezer or coolers
6. Never use duct tape to secure extension cords to the floors. "Stage Tape" works fine and can be purchased from the Center or other vendors. (It doesn't pull tiles up or leave a sticky residue.)

**All Events or circumstances not covered in this document may be subject to special consideration and stipulations as deemed appropriate by the management staff of the Alexandria Riverfront Center.**

Policy Deviations:

All requests for deviations from the policies listed above must be received in writing and formally approved by the Board of Directors, Alexandria/Pineville Area Convention and Visitors Bureau. This process could take 45 days or more to render a decision on the request.