

EXHIBIT HALL & BALLROOM POLICIES

Alcohol

Alcohol must be provided by an Approved Alcohol Vendor only- No outside Alcohol Vendors are allowed. Events serving alcohol will be required to have onsite security, fees payable by the Lessee. (see **Security**) Additionally, if the event is open to the public, a **TABC Permit must be obtained for the event**. This includes all ticketed events. No **“self-serve”** is permitted at any time – all alcoholic beverages must be dispensed from the bar by a certified TABC bartender. If alcohol is present for guests but did not come from the TABC Permitted Bar Service at any point during the event, the event will be **IMMEDIATELY** shut down. Guests attending events are never allowed to bring alcohol into the event. **“BYOB (Bring Your Own Bottle)” is prohibited** in all facilities for any event. **All alcohol sales/service will be shut off 30 minutes prior the scheduled end of your event. Any Violation of Alcohol Policy may result in event being shut down!**
i.e- Wine Bottles on tables are NOT allowed, nor are mini bottles of alcohol, and any other alcohol beverages (even if donated).

Animals

No dogs or other pets will be brought into the facility, with the exception of persons requiring service animals for visual impairment, disability or medical reasons, without written permission from the Director of the Complex.

Automobiles

Automobiles will not be allowed in the Exhibit Hall without written authorization at least 2 weeks prior to your event. All fire regulations must be strictly followed when an automobile is used for display purposes. Protective material must be used to cover the floor area at the display point. Non-emergency vehicles must have the batteries disconnected, keys removed and contain less than one gallon of fuel. Automobiles are not allowed in the Ballroom.

Booking

All one day non-repeating events may book up to nine months prior to the event date and must book outside of one month. All remaining events may book up to two years in advance of dates at one time and outside of one month.

Cancellations

In order to receive a deposit refund less \$100 cancellation fee, notice must be given 60 days before the event. Cancellation inside of 60 days from the event may forfeit the entire deposit. The Lessee will forfeit all of their contracted fees if cancellation is received less than 48 hours before the time of occupancy. Lessee may forfeit deposit and any fees for cancellation of an event due to failure to comply with policies. **Lessor reserves the right to cancel any event that has not met all criteria outlined in Expo policies.**

Catering

Lessee is required to select a caterer from our Approved List of Caterers. Lessee is required to provide the Expo with the caterer's name a minimum of 2 weeks in advance of the event. For each event serving food Lessee will pay a fee of \$1 per person directly to the Expo.

Cleaning

Lessee is responsible for bussing tables during the event. At the end of the event all tables should be cleared of decorations, food, and trash for removal by Expo Staff. You will be provided with receptacles for this purpose. All remaining trash, decorations, and food should be properly disposed of in an appropriate container for removal by Expo staff. Catering/concession areas should be swept and mopped and counters wiped clean. Trash should be placed in an appropriate receptacle for removal by Expo staff. The loading areas and parking lots should be free of debris, trash, food, decorations and any personal equipment. All decorations and equipment not provided by the Expo (i.e. sound equipment, lighting, linens, etc.) should be removed following the event unless prior arrangements have been made. The Expo assumes no responsibility for the loss, damage, or theft of any equipment that is temporarily stored on site.

Concessions

All concessions are provided exclusively by the approved year-round Concessionaire for the Brazos County Exposition Complex.

Cooking

Cooking on the premises is allowed only by approval of the Complex Director, at least 3 weeks prior to the event.

Decorations

The Lessee is responsible for their own safety and the safety of those associated with their event during the installation, display and removal of all decorations. Decorations causing damage to floors, walls or other structures are not permitted. This includes the use of tape, tacks, nails or staples. No open flame candles are allowed. Throwing rice, confetti, glitter or flower petals and the use of sparklers or balloons are not allowed on the grounds or in our facilities. All decorations hung from ceilings or that require the use of equipment must be done by Expo Staff and be delivered no less than 72 hours prior to the event with instructions on where to place. **Decorations hung by staff MUST be pre-approved and are subject to a decoration fee.**

Removal of the AC air duct is \$150 per section that is removed.

Deposits

A deposit is one half of the room rental fee and is payable at the time the space is reserved. "Tentative" holds for dates are not allowed. Security deposits are never applied to fees. The deposit reserves the date, and will cover any damage or insufficient clean-up resulting from the event. If no damages are incurred and clean-up is satisfactorily completed, the deposit will be refunded approximately three weeks after the event. An updated address is required for timely deposit returns.

Electrical

The Lessee may use up to 25 amps of 110-volt electricity. Events requiring special arrangements must provide a detailed layout of the electrical needs to the Exposition Complex office 30 days prior to the event and will be charged for additional electricity. Vendors must pay for electricity usage either via the show or directly to Expo Management.

Exit Doors & Fire Code

A 10' clearance on both sides of the exit doors, (egress and ingress) with no physical obstruction, must be maintained at all times. No lighted exit sign or accompanying door can be blocked or locked during an event. All discrepancies arising out of Fire Code issues will be decided upon by the Expo Director or his designated representative.

Fees

Contracted rental space fees are due 60 days prior to the event. Equipment rental fees are due fourteen (14) days prior to the event. Fees that are paid less than 14 days in advanced are required to be paid by cash or cashier's check. Additional fees incurred during the event are due no later than 2 weeks after the event. Any fees paid after the 2 weeks following the event will be subject to a 1% per week service charge.

First Aid

Lessee may be required to provide, at the Complex Director's discretion, certified first aid personnel during the lease term. Lessee assumes total responsibility for the qualifications and actions of these first aid personnel. Any accidents or incidents requiring first aid treatment must have a written report and a copy filed with the Complex management office by the close of the event day of incident.

Flammable and Hazardous Materials

Flammable liquids or materials under high pressure are prohibited. This includes; but is not limited to gasoline, kerosene propane, or helium.

Freight

Any freight delivered before an event must have permission from the Complex Director. Any freight left after an event move out date or time may be charged a fee of up to \$100 per day.

Glass Containers

No glass containers are allowed inside the Exhibit Hall or any part of the Complex grounds.

Hours of Operation

Normal hours of operation are:

Sunday – Thursday

8:00AM-11:00PM

Friday and Saturday

8:00AM-12:00AM

Events must end in accordance with their contracted end time. The lessee will forfeit one-half of their deposit if the finish time is exceeded by more than thirty minutes.

Insurance Requirements

Proof of current comprehensive public liability insurance is required for all events at the Brazos County Exposition Complex. A one million dollar (\$1,000,000) public liability insurance for bodily injury or death is required. The policy must be effective during the lease times as stated on the contract, including move-in and move-out dates. ***The policy must name the Brazos County Exposition Complex as a certificate holder and additional insured and must list the dates (including move-in/move-out) and name of the event under description of operations.***

Internet Access

Wi-Fi is available, based on event requirements, and usage will be at the discretion of Expo Management.

Linens

The Expo does not provide linens for any event. The Expo can supply a list of available linen vendors.

Move-In and Move-Out/Set-up Days

Move-in/Move-out days occur Monday-Friday 8am-5pm. The fee for a move-in/out day is one half of the room rental fee. Additional hours outside of 8am-5pm on a move-in/out day are subject to \$75/hr fee. Move-in/out days requested outside of M-F may be subject to a greater rate not to exceed a full rental rate.

Lighting/Sound and Event Rental Vendors

Rental Vendors must stay within the contracted move-in/move-out times. It is the responsibility of Show Management to communicate the contract hours to their Vendor the use along with Expo Rules. If the rental vendor needs times outside of the contract, the Vendor or Show Management MUST call and get approval from Expo Management. **All Vendors must be out of the building by 2am and are not allowed to be in the building without Expo Management present with NO EXCEPTIONS!**

***If rental vendor goes over hours WITHOUT Expo approval Show Management may be subject to additional hour fees of \$75/per hour.**

RV Parking

RV space is available on a limited, first-come first-serve basis. The rental fee is \$30 per night per RV space. Overnight Security is required for events that will be renting ANY RV Spaces to Participants/Exhibitors. Security services will be arranged for by Expo Management. The fee for overnight security will be set at the current rate of \$19.50 per hour + sales tax, and must be paid by Show Management. If another event is on-site that also requires Overnight Security then the cost will be split between the groups. Overnight Security Invoices will come from International Electrical & Security, Inc. and checks should be made payable as such. **All security payments are due before the conclusion of the first day of the event; NO EXCEPTIONS will be made.**

RV Overnight Security Exception: If Show Management has fewer than 5 RV spaces being used by their participants then they may be exempt from Overnight Security fees, and pass the fees to those participants. This exception will ONLY apply if there is already security scheduled due to another show. If there is no security scheduled for the desired time, then Show Management must pay the full Security fee in order to allow their participants to stay on grounds. If Show Management is exempt from Overnight Security fees, then participants associated with the show staying in RV Spaces will be charged at \$40 a night per RV space to compensate for the Overnight Security Fee.

Security

Officers with local jurisdiction and/or a local private security company must be used to meet security requirements for all events having alcohol and most events having over 100 guests. Officers are scheduled by the Expo Complex Management and must be paid individually by Lessee at the commencement of the event. ***The specific type and number of officers required is at the sole discretion of the Complex Director.*** * Special permission to use any other law enforcement agency is unlikely, and a request to do so would need to be submitted to the Complex Director at least two months in advance.

*The number and type of officers used for events would depend on the number of guests attending, the type of event and whether or not alcohol is served. Generally, the following may be used as a guideline:

Number of Officers	Events with Alcohol	Event without Alcohol
0 to 100	2	0*
101 to 300	2	1
301 to 450	3	2
451 to 750	4	3
> 750	TBD	TBD

Any event lasting longer than 6 hours may be required to have additional peace officers.

Any event cancelling within 24 hours will be required to pay a fee of two hours per officer at the contracted hourly rate.

By signing below you acknowledge and agree to the listed policies above. ***A signature is required prior to reserving the Brazos County Exposition Center for your event.***

Lessee Signature

Date

****Signing date is valid for up to 2 years or until next policy change.****