



VIRGINIA BEACH
SPORTS CENTER

USER GUIDE



Welcome to the Virginia Beach Sports Center!

Thank you for choosing the Virginia Beach Sports Center (VBSC) to host your event. Our experienced staff is committed to providing the highest quality service to make your event successful.

Our goal is to partner with you in producing an event that achieves your goals. Following the contracting phase, an Event Coordinator will be assigned to assist you in planning and executing the event and we encourage you to regularly communicate with him/her.

This Meeting Planner's Guide serves as a written resource providing value to you in planning your event in the VBSC. We encourage you to provide your Event Coordinator with all pertinent event information no later than twenty-one (21) calendar days prior to your event load-in.

*Please closely review the Policy & Procedures section. These facility rules and regulations are made a part of the center's Use Permit Agreement.

We appreciate your confidence and will work hard to make your event a success and you the star!

Virginia Beach Sports Center Mission

Facilitate successful experiences by offering a full range of high-quality services and amenities for sporting events and community events.

Virginia Beach Sports Center Vision

Be a first-class sports facility recognized as the facility of choice for national, regional, and local tournaments.

About the Virginia Beach Sports Center

The Virginia Beach Sports Center is owned by the City of Virginia Beach Convention and Visitors Bureau and operated by Eastern Sports Management.

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DEFINED TERMS

VBSC - Virginia Beach Sports Center – a division of the Virginia Beach Convention and Visitors Bureau.

Broom Clean - The condition of cleanliness after event space has been swept with a broom at the conclusion of event load out.

Drayage - Event freight usually consigned to a general service contractor for delivery to an event venue on move-in day. The service also includes removal and storage of crates, re-crating, and returning them to a loading dock.

Event Coordinator - Staff member who plans and coordinates all events at the VBSC. All communications, other than food and beverage, which relate to the use of the VBSC, should be directed to the Event Coordinator. Members of our event staff are always present on-site when events are in progress.

Exclusive Food Services Provider - The sole contracted company, Centerplate, provides all food and beverages at the VBSC. Food products or services provided by others are strictly prohibited in all areas of the facility, including VIP suites and meeting rooms.

Permittee - The responsible party that signs the VBSC's Use Permit Agreement.

General Contractor - A company contracted by the Permittee to provide services for event. These companies provide services such as freight handling (drayage), pipe and drape, signage, décor, furniture, specialty signs, furniture, labor to install and dismantle event and otherwise move freight throughout the Center, and booth cleaning services.

VBSC General Manager – The individual responsible for day to day operations of the VBSC or an authorized designee.

VBFD – The Virginia Beach Fire Department or the Fire Marshal of the Virginia Beach Fire Department.

VBPD – The Virginia Beach Police Department or an off-duty officer of this agency.

VBSC – The Virginia Beach Sports Center.

DIRECTIONS

Arriving by Car

From the North or West

Take I-95 South to I-64 East across the Hampton Roads Bridge Tunnel to I-264 East. As you approach the end of I-264 you will see the Virginia Beach Sports Center on the right-hand side. At the first light, turn right onto Parks Avenue and then the next right onto 19th Street. The main entrance will be on your right, with parking on both sides of 19th Street.

From Points North(ex. New York, New Jersey, Eastern Maryland, etc...)

Take Route 13 via the Chesapeake Bay Bridge tunnel. Once past the tunnel, take Route 60 (Shore Drive) to Atlantic Avenue. Follow Atlantic Avenue south through the resort and turn right onto 19th Street. Continue on 19th Street for 8 blocks and the main entrance to the Virginia Beach Sports Center will be visible on your right, with parking on both sides of 19th Street.



From the South

Convenient routes include I-85, I-95, US 13 and US 17. Each route intersects with US 58. Follow US 58 East to I-64 West and then to I-264 East. As you approach the end of I-264 you will see the Virginia Beach Sports Center on the right-hand side. At the first light, turn right onto Parks Avenue and then the next right onto 19th Street. The main entrance will be on your right, with parking on both sides of 19th Street.

Live in Hampton Roads?

Take I-264 East toward the Virginia Beach Oceanfront. At the end of the interstate, make a right at the first light onto Parks Avenue. Take the next right onto 19th street. The main entrance will be on your right. Our parking lots also are accessible from the 1000 block of Virginia Beach Blvd.

Arriving by Plane

Just 20 minutes from the Virginia Beach Sports Center, Norfolk International Airport (ORF) services the Virginia Beach area with over 250 flights daily. With flights offered by most US carriers including discount airlines, Norfolk International offers direct and non-stop flights that connect delegates worldwide.

Driving Directions from the Airport

As you leave the Norfolk International Airport (ORF), you will be on Norview Avenue. Stay in the right lane until you reach I-64 East. From I-64 East take the I-264 East exit towards the Virginia Beach Oceanfront.

As you approach the end of I-264, you will see the Virginia Beach Sports Center on the right-hand side. At the first light, turn right onto Parks Avenue and then the next right onto 19th Street. The main entrance will be on your right, with parking on both sides of 19th Street.

VIRGINIA BEACH SPORTS CENTER (VBSC) RULES AND REGULATIONS

1. ACCESS BY VBSC PERSONNEL

In the performance of their duties, VBSC personnel shall have the right to enter the areas contracted by the Permittee. Service hours may be dictated accordingly. At all times, Permittee will honor the official VBSC identification credentials worn by VBSC staff.

2. ADVERTISING

a) *Advertising Policies*

An executed use permit agreement must exist prior to advertising any event to the public. Please note that no pamphlets, inserts or advertising matter shall be distributed or displayed without prior approval of the VBSC Management and must pertain to an event scheduled in the facility. All advertising shall be honest and true and shall include accurate information about event times, prices and content. Placement of signs, banners or posters on VBSC premises is subject to approval by the VBSC Management. All advertisements must adhere to the VBSC's Graphic Standards and Style Guidelines.

b) *Graphic Standards and Logo Usage*

It is important that the image of your event and that of the Virginia Beach Sports Center are professionally partnered in promotional materials. The following guidelines are provided to assist you in publicizing and advertising your events.

The official name/title of the facility: Virginia Beach Sports Center

Use of the Virginia Beach Sports Center Name/Title

In order to maintain a consistent, positive and professional image that reflects the Virginia Beach Sports Center, we ask that the facility title appear formally written on promotional material including but not limited to billboards, posters, flyers, brochures and advertisements.

Use of Photographs and Logo Art

Photographs and logo art materials are available for use in promotional materials. All images are the property of the Virginia Beach Sports Center and may not be duplicated or used to advertise commercial goods or services. With the use of each image, a credit line and copyright reading "Photo Courtesy of the Virginia Beach Sports Center" is required.

3. AIR CONDITIONING, HEATING AND LIGHTING

Air conditioning and/or heating are provided complimentary during event hours. Air conditioning and/or heating may be provided on move-in or move-out days at an additional cost. Requests for air conditioning and/or heating during non-event periods or during registration periods other than actual event hours will be charged at the prevailing rate.

Reduced lighting will be provided during move-in and move-out. Full lighting will be provided only during event hours beginning sixty (60) minutes prior to event opening on first day and thirty (30) minutes prior to opening on subsequent days. See Section 45 for additional details.

4. ALCOHOLIC BEVERAGES

The VBSC's Exclusive Food Services Provider must handle the service and sale of alcohol for all functions within the VBSC subject to Virginia ABC regulations. Guests are not permitted to bring in outside alcohol. This includes alcohol for personal consumption by Permittee.

The service or sale of alcohol to minors is prohibited by law. Security personnel may be required if alcohol is sold and served to events hosting over 500 guests. Alcohol is not permitted to be taken out of designated service areas.

5. ALTERATIONS

Space in the VBSC is provided to Permittee "as is". Only those changes, alterations and decorations that are temporary in nature and previously approved by VBSC Management are permitted. Restoration to original condition will be made at Permittee's expense.

6. AMERICANS WITH DISABILITIES ACT

The VBSC is a public entity subject to Title 11 of the Americans with Disabilities Act (ADA). The VBSC is accessible to disabled patrons as required by the ADA and applicable regulations.

The VBSC offers all customers an accessible and safe environment for the enjoyment of every event. At the time construction was complete the VBSC met or exceeded the standards for accommodation. The event planner and its subcontractors must comply with the Americans with Disabilities Act (ADA) as indicated in the Use Permit Agreement. All permanent aspects of the facility are the responsibility of the VBSC. Access to any given event and the services provided are the responsibility of the Permittee.

The VBSC provides such accommodations as, Assisted Listening Systems, stage lifts, ramps and wheelchairs as available. The VBSC also can assist with arranging other services and accommodations such as sign language interpreters. Contact your Event Coordinator for information on additional accommodations. Patrons may request accommodations and services by contacting the Front Desk. Guests are required to provide reasonable notice for special requests.

7. ATTACHMENT TO SURFACES

Decorations, signs, or banners or other items shall not be attached or affixed to the facility without prior approval. This includes tape, staples or tacking on any building surface including walls, doors and floors. Contact your Event Coordinator for acceptable materials.

8. AUDIO/VISUAL

Audio/Visual services, in addition to the permanently installed house sound systems, are available through the VBSC's preferred Audio-Visual provider. An audio technician is required whenever Permittee plans to use the house audio system. Patch fees apply when AV companies other than our preferred provider wish to use the house Audio System(s). Permittee is responsible for payment of this service.

Contact your Event Coordinator to schedule a meeting.

9. AUTOMOBILES/MOTOR VEHICLES (see Fire and Life Safety Information)

10. BALLOONS

The VBSC restricts the use of helium-filled balloons for handouts at events. The Event Coordinator must approve the use of balloons for decorative purposes. All efforts must be made to prevent balloons from becoming tangled in lighting fixtures, climate control ducts and in ceiling structures. Helium balloons released into VBSC can interfere with climate control, create an unsightly appearance and be difficult to retrieve. When balloons are inflated on site for decorative purposes, helium tanks must be upright and chained to a cart or other device to eliminate the risk of the tank falling. Removal of balloons may result in charges of up to \$150 per hour.

11. BANNERS AND SIGNAGE (also see Rigging)

For the safety and convenience of all guests, permanent signage (e.g., directional graphics, emergency exits, restrooms, and concessions signage) is found throughout the facility and may not be visibly blocked at any time.

In order to maintain a consistent appearance for all VBSC events, banners and signage may be attached to the facility only in locations and by methods approved by the VBSC Management. Nails, staples, tape of any kind and screws shall not be used to hang signs and banners on walls. All materials shall be flame proof. Additional restrictions may apply to outdoor displays.

Handwritten signs are prohibited unless professionally designed and approved by your Event Coordinator. Signs and banners left behind and unclaimed after 24 hours of move-out will be discarded. All requests to hang signs and banners must be submitted in writing for approval to your Event Coordinator twenty-one (21) days prior to move-in. Approved signs and banners must be installed by approved VBSC preferred provider of AV services. Banners to be displayed must be delivered to your Event Coordinator no later than 72 hours prior to event move-in. Approved General Contractors also are authorized to hang signs and banners on Permittee's behalf. Minimum labor calls and lift rental will apply to the hanging and removing of all signs and banners.

12. BOX OFFICE/TICKETS

VBSC is the sole provider of Box Office Services for all facility events. The VBSC's Box Office is part of the E-tix automated box office system. The E-tix system will be used

for all advance ticket sales unless prior approval is given from VBSC Management. Events that are generally considered private by nature may offer non-E-tix tickets for sale subject to room capacity. Private events or fundraising activities that sell tickets shall not be considered tax exempt. Please see the full Box Office Policies and complete the Box Office Policies form in the Appendix section of this guide.

- No tickets will be sold until the Virginia Beach Sports Center has a fully executed use permit agreement.
- The VBSC has an exclusive vendor for advance ticket sales along with an automated ticketing system for day-of sales. The appropriate system will be used depending on the event's needs.
- The Virginia Beach Sports Center accepts Visa, MasterCard, Discover and American Express as forms of payment for all ticket sales, a 5% discount fee will apply to all credit card ticket sales and will be reflected on the Permittee's master bill. As a convenience to customers, cash only sales are not permitted.
- When the VBSC Box Office is opened for day-of-event ticket sales, the Permittee pays the current hourly rate for a Box Office Supervisor and one (1) or more Ticket Sellers in addition to any other box office fees.
- Permittee printing fees for using the KIS system for day of ticket sales are \$0.03 per printed ticket and will be reflected on the Permittee's master bill.
- A ten (10) percent city admission tax is collected by the Virginia Beach Sports Center for each ticket sold to a public event. When this tax is included in the sale price, it is calculated as follows: Selling price divided by 1.1, multiplied by 10%. An example of this calculation is: \$12 ticket price divided by 1.1=\$10.91 X 10% (Tax Rate) = \$1.09 (amount of tax). For more information contact the Commissioner of Revenue at 757-385-4251 or the VBSC Business Office at 757-385- 2189.
- A Box Office Statement will be generated by the Virginia Beach Sports Center's accounting department and submitted to the Permittee at settlement.
- Ticketed events that have the potential for generating large sums of money may be required to have security staff on site to be posted at the sales locations. Cost will be billed to the Permittee at the prevailing rate.
- Please see the Box Office Policies form for complete box office information such as advance ticket sales and wristbands.

13. BUILDING FURNITURE

Facility property (i.e. pre-function furniture, artwork, decorative plants, etc.) shall not be moved or relocated by Permittee's staff or General Contractors.

14. CANDLES, OPEN FLAMES, FIRE, AND BURNING ON PREMISES:

Lit candles and other open flame devices are not permitted with the exception of these circumstances:

- 1) When in the opinion of the Virginia Beach Fire Marshal, adequate safeguards have been taken; participants in ceremonies are allowed to carry hand-held items (i.e. candlelight services, unity candles).
- 2) A permit from the Virginia Beach Fire Marshal will be required for all indoor or outdoor pyrotechnic displays. Permittee will be required to demonstrate device prior to actual use. In the event fire extinguishers are discharged, Permittee will be responsible for re-charge fees.

15. CAPACITY LEVELS

The Center will not permit spaces to be occupied greater than capacity. For events with anticipated large attendance, the City of Virginia Beach Fire Department will set the capacity limit. Your Event Coordinator can provide general limitations.

Event staffing, at additional cost to Permittee, will be required for certain events to ensure proper evacuation, safety for attendees and enforcement of VBSC Rules and Regulations. A copy of the VBSC's Emergency Plan is available upon request.

16. CEILING HEIGHTS

The height from floor to ceiling:

Room:	Height (feet):
Track Side	34' at lowest point
Field House Side	26' at lowest point

17. CLEANING/HOUSEKEEPING

The VBSC is committed to maintaining a first-class facility.

- 1) Permittee or designated General Contractors are expected to clean the freight entrances, docks or crate storage areas in their care, custody or control each day.
- 2) Permittee or designated contractor is responsible for the timely removal of all crates and pallets by the end of the contract period.
- 3) Permittee or designated General Contractor is responsible for returning any area to a "broom clean" condition at the conclusion of their event. A housekeeping fee per space will apply if halls are not left "broom clean" following your event.
- 4) Permittee shall maintain contracted spaces in a safe, sanitary and sightly condition, in good repair and shall restore and yield them back to VBSC in good condition and repair.
- 5) Trash receptacles provided by the General Contractor, in all non-public areas of

the facility (e.g.: registration, offices, Meeting Rooms, etc.) must be serviced by the General Contractor.

- 6) During move-in and move-out, the Permittee is responsible for the removal of bulk trash in the main event and ancillary spaces including Meeting Rooms and offices. Bulk trash is defined as boxes, crates, lumber, pallets, packing materials and other items not easily removed by a standard push broom or vacuum. The VBSC will invoice the Permittee for any costs incurred for the removal of bulk trash.
- 7) All cardboard boxes must be broken down when placed in appropriate recycling compactors. To prevent delays in the change out of compactors, the Permittee is responsible for providing sufficient open trash dumpsters and/or compactors, taking into consideration those shows having heavy cardboard trash (e.g., a furniture show).
- 8) All wood (pallets, display materials, etc.) must be placed in a container until removed from VBSC property during move-out of the event.
- 9) Trash that could be a potential fire hazard may not be left in the building.
- 10) All tape and residue must be removed from the floors during move out.
- 11) All static cling decorations must be removed from the windows, floors, pavement or other approved surfaces.
- 12) Sharps and other hazardous materials must be removed from the building in an acceptable manner.
- 13) Paint spills, hydraulic leaks, oil or anything of similar nature must be handled immediately.
- 14) During move-in/move-out the VBSC reserves the right to limit availability of restrooms. Each space will have restrooms available, but extra restrooms may be limited at times.

Charges for any additional cleaning (i.e. floor tape, left over bulk trash, spills, etc.) will be assessed at prevailing labor rates and removal fees.

18. COMPRESSED GASES/FLAMMABLE LIQUID/AEROSOLS

The use display or storing of compressed gasses, flammable liquids, or dangerous chemicals is prohibited without prior written authorization. Pressurized containers having flammable propellants (aerosols) are prohibited without prior written authorization from the Virginia Beach Fire Marshal. When permitted, vessels must be secured in an upright position.

19. CONFETTI/GLITTER

The use, display, or throwing of confetti, glitter, or rice is prohibited within the VBSC and grounds. The Permittee will be billed for the labor and materials required for clean-up resulting from non-adherence to this policy.

20. CRATE STORAGE

The Permittee's General Contractor shall provide crate storage. Areas contracted by the Permittee may be used to store boxes and other equipment by approval of the VBSC. Wooden crates are not allowed in the building without approval from the Fire Marshal. Storage of flammable or combustible materials, mixtures, liquids, gases, hazardous waste, or medical waste is not permitted inside the Center. Any fuel storage containers must be approved certified containers. No storage of any kind is permitted in the concession alcoves. The VBSC is not liable for any damage or theft.

21. DAMAGES

Pre-event and post-event walk-throughs with the Event Coordinator are required. Notify the Event Coordinator of any damage that occurs during the course of your event. Permittee will be informed of any damages. The cost of the repair of damages is the Permittee's responsibility. The VBSC or its designated contractors will make all repairs.

22. DELIVERIES AND SHIPPING/DRAYAGE

The VBSC does not accept or store advance deliveries of freight for events for the Permittee. Freight must be consigned prepaid or billed to the Permittee's General Contractor or delivered direct to the General Contractor at time of load-in. Please contact a contractor or freight handler for all shipping and receiving services. Permittee or Permittee's agent may accept freight deliveries during contracted move in times. Freight delivered prior to move in will be refused by our security staff. Small packages arriving greater than 24 hours prior to move in will also be refused. All freight/packages must be removed from the site within 24 hours after event. VBSC is not responsible for materials left after event.

23. DOCKS

- 1) All areas marked NO PARKING and TOWING ENFORCED will be strictly enforced. Do not block any area of the dock under any circumstances.
- 2) VBSC building security provides control at the entrance of the docks from move-in through move-out beginning when the General Contractor arrives and continuing until move-out is completed. The General Contractor is responsible for providing logistical support staffing for controlling the main dock area, as it pertains to the movement of all vehicles and equipment.
- 3) If a General Contractor working at VBSC establishes a marshalling yard for VBSC traffic, they may issue dock passes through VBSC Security. These passes will be for truck, runner and event traffic only. Any private owned vehicle found in violation will be towed.

- 4) Privately Owned Vehicles (POV) are not allowed on or in the dock area except for loading and unloading. VBSC security will issue a dock entry authorization form for POV's to load/unload.
- 5) Trucks and/or trailers left overnight on the loading dock slips must have approval from the Event Coordinator. Trucks and/or trailers must be empty, identifiable and left open for visual inspection at all times.
- 6) Placement of temporary structures on the docks is prohibited.
- 7) Forklifts, trucks, trailers and other vehicles cannot be parked on any ramp or blocking trash bins.

24. DRAPING

No decorative or structural items may be hung from overhead beams, columns, handrails, utility pipes or exterior walls unless contracted with VBSC's audio visual provider. Items so attached without approval will be removed at expense of the Permittee.

Drapes, decorations, buntings, and other decorative materials must be fire retardant materials properly treated to meet the requirements of flame-proofing and approved by the Virginia Beach Fire Marshal.

25. DRONES

No use of any Drones, Unmanned Aircraft Systems (UAS) and/or Model Aircraft (hereinafter "Drones") shall be permitted inside the VBSC; or over, or on the grounds of such facility, including sidewalks, roadways, parking facilities, or open space without the prior written approval of VBSC management. All proposed uses for which requests for such approval are made must satisfy all Federal Aviation Administration, State, and Local regulations. If the VBSC determines in its sole discretion, that any such use of Drones, pose a hazard or safety risk to persons or VBSC Facilities or grounds, the VBSC at its sole discretion, may prohibit such use at any time. Contact your Event Coordinator for Drone Application.

26. ELECTRICAL EQUIPMENT

Electrical equipment must meet applicable National Electrical Codes. Electrical fixtures and fittings must be U.L. listed and 14-gauge wire or better AWG. Copper wire is required for all connections. All extension cords must be 3-wire grounded. Utility panels and mechanical equipment rooms may not be blocked under any circumstances. Only VBSC staff and authorized General Contractors are authorized to move VBSC electrical equipment. The Permittee will be financially responsible for damages to electrical equipment caused by the General Contractor.

27. EMERGENCY MEDICAL TECHNICIAN

Events may be required to have emergency medical staff on site. For your convenience, your Event Coordinator will arrange this service. Costs will be billed to the Permittee at the prevailing rate. Generally, medical personnel are required when 1,000 or more guests are anticipated, an event with an estimated flow of 600 guests per hour or other activities requiring the presence of an EMT.

28. ELEVATORS

The VBSC provides elevators for the convenience of our patrons. The public elevators are for persons only and are not to be used for transporting freight.

29. EMERGENCY PROCEDURES

A written Emergency Evacuation Plan is available in the VBSC Business office (also see VBSC Fire and Life Safety Information supplement). The VBSC is fully protected by an automatic fire sprinkler system. In addition, fire extinguishers are provided throughout the building. A fire pump provides water for the sprinklers and firefighting services. Smoke evacuation fans remove smoke. Automatic alarm systems are designed to provide evacuation announcements in the event of activation.

- 1) **PURPOSE** - The objectives of these procedures are to provide a means to ensure safety of building occupants during an emergency condition, minimize property damage, coordinate and complement emergency procedures of outside agencies. Additionally, these procedures are intended to allow non-affected events to continue operation, if during a limited emergency condition.
- 2) **POLICY** - The VBSC will exercise whatever authority may be necessary to ensure the safety and best interests of the public in the event of an emergency condition. VBSC will coordinate fully with emergency response service and show management to achieve these goals.
- 3) **EMERGENCY CONDITIONS** - An emergency is defined as any conditions that exists (or is likely to occur) that endangers the safety of occupants in the facility or the facility itself. In the event of any emergency condition, it may become necessary to evacuate a portion or all of the facility following these established emergency operating procedures.
- 4) **INSTRUCTIONS** - All emergencies and/or assistance of any nature should be reported immediately to the Event Coordinator assigned to Permittee's event. Event Coordinators will notify show management of the emergency if it was reported internally. Your Event Coordinator will coordinate any required response from Public Safety agencies through VBSC Building Security. Once a response is established with outside agencies, your Event Coordinator will notify Permittee of the plan.
- 5) **EVACUATION** - Having evaluated the credibility of the threat, it is necessary to decide whether to 1) take no action; 2) initiate a partial evacuation; or 3) conduct a complete evacuation and search. The prudent approach would be to evaluate

the emergency situation on its own merits and evacuate only if deemed necessary. Evacuation of the VBSC will only occur at the direction of the General Manager or your Event Coordinator if there is an immediate emergency.

30. EMPLOYEE IDENTIFICATION

At VBSC's option, Permittee and/or Contractor employees may be required to sign in and out and wear temporary identification.

31. EQUIPMENT RENTAL

Tables, chairs, risers, etc. in excess of the VBSC's inventory will be made available at applicable rates plus a service charge. Contact your Event Coordinator if excess equipment is anticipated.

32. EXTERIOR DOORS

Under no circumstances may exterior door(s) be propped open or altered in any way. Event materials, other than what can be carried by a person, are not permitted through front of house doors. Exit doors may not be obstructed at any time.

33. FIRE DOORS

Permittee and/or Contractor must adhere to a ten (10) foot clearance from all fire doors. The VBSC reserves the right to relocate obstructions or remove them completely if in violation.

34. FIRE AND LIFE SAFETY INFORMATION

The VBSC is regularly inspected by the Virginia Beach Fire Marshal and fire regulations will be strictly enforced.

35. FRONT DESK

Located on the first floor, the Front Desk provides information on local attractions, events, entertainment, shopping and transportation. Courtesy maps also are available.

36. FIREWORKS (Pyrotechnics)

A permit from the Virginia Beach Fire Marshal will be required for all indoor or outdoor pyrotechnic displays. Permittee will be required to demonstrate device prior to actual use. In the event fire extinguishers are discharged, Permittee will be responsible for re-charge fees.

37. FLOORS

Drip pans, plastic or buckets must be provided by the Permittee for any type of machinery or materials of any kind to contain spills and prevent damage. Permittee will pay for any damages incurred.

38. FOG/SMOKE MACHINES

Fog/smoke machine usage is restricted to water-based chemicals and in certain spaces within the VBSC. Machine specifications must be submitted, and written approval must be obtained from the Event Coordinator.

39. FOOD SERVICE POLICIES

A. GENERAL

Catering and concessions within the facility are under exclusive contract. All details relative to food and beverage including payment must be coordinated through the VBSC's Food Service Provider. Use of the kitchen and on-site food preparation equipment is exclusively reserved by VBSC.

No outside food or drink (i.e. food that is not prepared by VBSC) is allowed in the building at any time.

- The VBSC prohibits commercially prepared food and beverage products in the building. Meals for special event participants (i.e. show manager staff, volunteers, other officials) can be ordered in advance from VBSC's Food Service.
- The ordering and delivery of prepared "take out" foods from any source is prohibited.
- Any bulk storage container (i.e. coolers) is subject to inspection by VBSC security.
- Distribution of alcoholic beverages is the exclusive licensed right of VBSC's Food Service. Any alcoholic beverages brought into the facility will be confiscated.
- Event vendors may not sell or give away food or beverage products in any form unless written authorization is granted by the Event Coordinator.
- VBSC Security and staff will monitor activities during events and enforce compliance with these rules. Show managers may incur additional charges for staffing to enforce compliance with these policies.

B. CATERING

VBSC's Food Service must be used for all catered functions. The ordering and delivery of prepared foods from any source is prohibited. The City of Virginia Beach and VBSC reserves the right for all food service to its Exclusive Food Service Provider.

C. CONCESSIONS

Concession stands will be open for public events during public hours. VBSC's Food Service reserves the right to assess a fee to open concession food locations for non-public events. The ordering and delivery of prepared foods from any source is prohibited. Concession spaces are not available to rent.

40. GENERAL SERVICES

VBSC provides to the Permittee general room lighting, air conditioning or heating during event hours, once-daily cleaning of hard floors, maintenance of restrooms and trash cans, with all the necessary equipment, materials, supplies, labor, and supervision. The Center reserves the right to limit the use of restrooms, heating, air conditioning, lighting and escalators during load in, load out and other dark hours.

Any exception to these guidelines must have prior approval and if such waiver is granted, additional charges will apply where appropriate.

41. GLITTER

The use, display, or throwing of glitter, confetti, or rice is prohibited within the VBSC or on the Center's grounds. The Permittee will be billed for the labor and materials required for clean-up resulting from not adhering to this policy.

42. GRATUITIES

VBSC policy prohibits any VBSC employee from accepting gifts, gratuities, or any other favors from parties doing business with the VBSC.

43. HAZARDOUS FUELS & CHEMICALS

- a) Any substance that may have an impact on the environment must be removed from VBSC property immediately upon move-out. Failure to do so will result in a charge to cover the proper disposal. This includes any diesel or gasoline that may have been removed from a display vehicle.
- b) All hazardous substances must be stored in accordance with EPA regulations. Any materials or chemicals not in compliance will be removed at the General Contractors expense.
- c) Petroleum products must be stored in approved containers and in an outdoor cage and not on any dock or dock area.
- d) Any unlicensed explosive materials or hazardous chemicals in or on VBSC property will be subject to disposal by the proper authorities. The responsible parties will be subject to any fines or disposal costs.
- e) Any referenced item in this section may also be subject to section *OTHER SAFE OCCUPANCY REQUIREMENTS*:

44. HVAC AND LIGHTING

The VBSC provides state-of-the-art lighting and HVAC systems for all events. Operators strive to create a comfortable, healthy and properly lit environment for guests. Facility staff is available during all event hours to make adjustments to lighting and HVAC systems. All requests for adjustments or special services can be directed to your Event Coordinator.

a) General Facility Heating, Ventilation and Air Conditioning (HVAC)

The HVAC throughout the facility will be controlled to maintain comfortable temperatures appropriate to the season (i.e., outside temperature, weather, humidity) during event hours. If not in use, the temperature in certain portions of the facility may be adjusted to operate more efficiently. Requests for changes to room temperatures can be directed to the Event Coordinator. Only facility staff may make adjustments to the HVAC system, local controls or thermostats are not available in event spaces. The outside doors of the facility should not be propped or held open for long period of time. Requests for special arrangements for HVAC services (e.g., specific temperatures, humidity levels) should be directed to your Event Coordinator two weeks prior to your event. A fee will be assessed if climate control outside of event hours is requested.

b) General Facility Lighting

Facility lighting (outdoors, pre-function, public corridors, etc.) is maintained during all event hours. If not in use, the lighting in certain portions of the facility may be dimmed or darkened to control energy usage. The VBSC has an extensive emergency lighting system that will provide illumination for exiting during power failures or other emergencies. Emergency lighting, including exit signs, may not be covered, disconnected, or disabled at any time.

c) Event Lighting

The lighting systems in the event spaces can be controlled at wall locations or remotely. Each room has several pre-set lighting scene options that will suit most events. However unique scenes may be programmed for your event through prior arrangement with your Event Coordinator.

Personnel to monitor and adjust lights during an event program can be provided at the prevailing labor rate. If Audio Visual Services staff is providing audio or video services for an event, they can also control the lighting as a part of their service. Generally, most lights will be operated by facility staff.

A wide variety of stage and special lighting options are available through VBSC or its preferred Audio-Visual Contractor or may be provided by an outside lighting contractor. Electrical connection charges apply for special lighting.

45. HOMELAND SECURITY ALERTS - The VBSC will monitor the National Terrorism Advisory System for any specific or related threats.

46. INSURANCE AND STATE CORPORATION COMMISSION

Insurance: The Permittee shall furnish adequate insurance, ensuring both themselves and the City of Virginia Beach. Limits of coverage are included on the use permit agreement. A certificate of insurance listing the City of Virginia Beach as an additional insured must be delivered to the VBSC seven (7) business days prior to event load-in.

VA State Corporation Commission: Corporations conducting business with the Virginia Beach Sports Center must be registered on the Commonwealth of Virginia State Corporation Commission's website. (<http://www.scc.virginia.gov/index.aspx>) There are a number of exemptions; please contact the VBSC to find out if this is required for your event.

47. INTERNET USAGE

For the convenience of all patrons, wired and wireless high-speed Internet access is available throughout the VBSC and is included in the rental fee. Specific requests must be made no later than 21 days prior to event.

48. LIGHTING (see "HVAC and Lighting")

49. LOAD-IN/OUT ENTRANCES

Your Event Coordinator designates load in/out entrances. All load-in/out is through the loading dock(s). Access through front-of-house for move-in and move-out is not permitted. Contractors and/or Permittee will be held responsible for any damage to the Center due to load-in/out. Contractor is required to conduct pre and post event inspections with the Event Coordinator to note any damage.

50. LOADING DOCKS

The VBSC has one (1) loading dock and three (3) 15' bay door access points to accommodate events. Please communicate needs with Event Coordinator in advance to schedule load times. Please note that vehicles utilizing Dock must drop cargo and move vehicle to designated parking lot. Parking is prohibited in all Dock and Bay areas. All vehicles left on the docks beyond the posted times are subject to towing. General Contractors should make arrangements with the Event Coordinator for extended load-in and out times. All drivers are advised to chock their wheels to avoid any potential accidents. All other vendors/attendees must park in designated areas as directed by the Center.

51. LOST AND FOUND

All lost and found articles should be turned in to the VBSC's Security Office. Every effort will be made to identify the owner and return all articles. At the Center's discretion, lost and found articles whose ownership cannot be determined are logged and stored for a 30-day period. Articles left beyond 30 days will be disposed of as directed by Center Management

52. MATERIAL/EQUIPMENT MOVEMENT AND VEHICLES

Equipment and freight shall be loaded/unloaded in the dock area. Vehicles are not to be driven into the Center unless pre-approved by the Center Manager.

Motorized vehicles, personal carts, bicycles, dollies, forklifts, pallet jacks and other wheeled vehicles with steel and/or hard metallic wheels are not permitted in the Center's pre-function areas. Lifts or other wheeled vehicles approved for use in facility shall have non-marking tires.

53. NOISE

VBSC has the right to monitor all noise levels and impose limitations as needed to prevent disruption or nuisance to other events.

54. NOVELTIES

The Permittee may elect to sell event-related souvenirs, programs, novelties, or merchandise during an event. All such sales shall have prior approval from the VBSC's General Manager and may require a commission of 15% of the sales.

55. OFF-DUTY POLICE

From time to time the VBSC will require the use of Off Duty Virginia Beach Police officers for crowd control. Under the guidelines provided in the federal government's Fair Labor Standards Act, the VBSC, a City Agency, is not permitted to employ off duty police officers. When these officers are required, the Permittee is required to provide an acceptable form of payment to each individual officer. Officers are prepared to fill out an IRS form 1099 should the Permittee require this document.

56. OTHER SAFE OCCUPANCY REQUIREMENTS:

- 1) All Virginia Beach Sports Center modules have a maximum occupancy that may not be exceeded. In order to fulfill the public safety obligation, the VBSC reserves the right to deny further entry into these spaces if, in our opinion, public safety considerations would be best served.
- 2) *First Aid and Medical Emergencies:* Due to the nature or size of an event the VBSC requires certain events to schedule on-site emergency medical personnel with the VBSC's contracted services provider. Please contact your Event Coordinator to determine if these services are required. A completely furnished First Aid Center is provided for the safety and convenience of those involved with events. Charges for services and supplies utilized will be billed on your final statement. Automated External Defibrillators (AEDs) are accessible throughout the building and VBSC personnel are AED trained.
- 3) A ten-foot (10') aisle must surround the perimeter of all Center events.
- 4) All doors leading to fire exit ways must be kept unlocked and unobstructed at all times when the building or floor area served by the fire exit is occupied. Doors may not be chain locked or dead bolted for any reason during event hours.
- 5) Decorations, furnishings and equipment shall not impair the visibility of exit signs.
- 6) Exit signs must be visible from any location in the room.
- 7) Low-level lighting requests must be pre-approved by the VBSC. Blackouts will

not be permitted.

- 8) Emergency lighting should be maintained at all times.
- 9) Tents are prohibited inside the facility without prior approval by the VBSC and the Virginia Beach Fire Marshal. When permitted, tents and canopies must have Fire Retardant certificate attached. However, tents and canopies in excess of 900 square feet will require a special permit. A permit must be obtained from the Fire Marshal prior to display.
- 10) No combustible material, merchandise or signs shall be attached to, hung or draped over fire-resistant side and rear dividers of booths or attached to table skirting facing aisles, unless fire resistant.
- 11) A crate storage plan must be submitted by the General Contractor for approval if crate storage on the docks is anticipated.
- 12) All materials used in construction, decoration or as a temporary cover must be certified as flame retardant or a sample must be available for testing.
- 13) All exits and exit aisles must be kept clear and unobstructed at all times. All crates and boxes shall be removed from the premises before show opening.
- 14) All fire hose racks, fire extinguishers, pull stations and emergency exits must be visible and accessible.
- 15) No storage of any kind is allowed behind booths or near sources of electrical equipment.
- 16) For areas enclosed by solid walls and ceilings, refer to the General Guidelines for Displays Section of this document.
- 17) ALL forklift drivers on VBSC property must have successfully completed an approved course of instruction. A current certification of successful completion of this course must be in the driver's possession while operating a forklift on VBSC property. Failure to provide such proof could result in the operator being prohibited from further operation of a forklift on the property.
- 18) Hazardous Materials are prohibited. These include compressed flammable gases such as acetylene, hydrogen, propane; flammable liquids such as gasoline, kerosene, cleaning solvents and other petroleum-based material; and hazardous chemicals such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc.
- 19) Per section 31-1.4.5 of the NFPA 101 Life Safety Code, explosive materials, furnishings or decorations of an explosive or highly flammable character shall

not be used.

20) Natural cut trees as well as other Christmas decorations (wreaths, garland, etc.) are strictly prohibited.

21) Living trees in a “balled” condition with roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry.

22) A fire watch may be required at the VBSC’s discretion for public events containing a high proportion of combustible materials; or which contain large display vehicles.

23) No electrical or plumbing work shall be done except by VBSC personnel or contractor designated by VBSC Management.

24) VBSC Management must approve outdoor displays in writing.

57. PACKAGE INSPECTION

Cartons, packages or other containers brought in or removed from the Center by event personnel, vendors, or General Contractors may be subject to inspection.

58. PARKING

To ensure convenient parking for your attendees, over-sized vehicles, trucks, trailers, and RVs are prohibited from parking in any of the VBSC parking lots. Vendors are not to park company trailers/trucks/vehicles, as an advertising opportunity, in any proximate parking lot.

The area enclosed behind the loading docks is not to be used as parking by vendor, staff, Permittee or guests without prior approval from VBSC Management. Vehicles in violation of the above may be towed at the owner’s expense.

59. PAYMENT SCHEDULE

The Use Permit Agreement requires that all rental fees and other charges be paid prior to event load-in. The VBSC Manager may elect to settle charges on a date after the event.

When license fees, production fees, public service fees, equipment rental, media advertising, etc. are due from the Permittee, the VBSC shall demand payment at or before the time of settlement. When applicable, settlement may be made from ticket sales and proceeds from the event. VBSC Management may require additional advance deposits to cover anticipated settlement expenses.

60. PERMITS

Permits are the responsibility of the Permittee, and while the VBSC will assist in providing information necessary for submission, the facility cannot secure such permits on Permittee's behalf.

61. PUBLIC SAFETY (see Fire and Life Safety Information)

62. PUBLIC SPACE (Pre-function Areas)

All pre-function (lobby and open dining space) areas are to be used for ingress/egress. Use of these areas for registration or any other activity requires the space to be contracted and may be subject to prevailing rental rates. When approved, floor plans must include this space if it will be used for any other purpose beyond ingress/egress. All flooring in the pre-function and foyer areas must be adequately protected from damage prior to moving any supplies or equipment into this space. Public spaces are considered non-exclusive and are generally open to the public unless specifically permitted for in writing.

The Center reserves the right to determine the schedule for opening public areas not associated with individual permitted spaces.

63. PYROTECHNICS (Fireworks)

A permit from the Virginia Beach Fire Marshal will be required for all indoor or outdoor pyrotechnic displays. Permittee will be required to demonstrate device prior to actual use. In the event fire extinguishers are discharged, Permittee will be responsible for re-charge fees.

64. REMOVAL OF PERMITTEE PROPERTY

Permittee shall remove all property, goods, installations and effects belonging to the Permittee or caused by Permittee to be brought upon the facility. If such property is not removed prior to the end of the contracted period, the VBSC may remove and store it or cause it to be stored and Permittee shall reimburse all expenses incurred. The Center shall not be responsible for the safekeeping of said materials.

If said property is not claimed, the VBSC shall have the right to sell or dispose of property.

65. RECYCLING

The VBSC recycles cardboard, office paper and mixed recyclables (e.g., newspaper, aluminum cans, plastic, and glass bottles). Designated containers are located throughout the facility for mixed recyclables. Unbound office paper may be recycled at the Business Center or Administrative Offices. Flattened cardboard boxes may be deposited in recycling containers. Certain compactors and containers at the docks are designated and marked for recycling only.

Each event will be responsible for the appropriate use of all containers by their vendors and contractors. Inappropriate use may result in hauling and disposal charges.

Permittee may be responsible for charges associated with hauling of improperly sorted items or excessive amount of debris.

66. RESIDUAL MATTERS

All matters, rules, regulation or deviations there-from, not expressly provided herein, shall be decided upon by the VBSC General Manager.

67. RIGGING (also see Banners and Signage)

Rigging safety is a priority for VBSC management. All rigging and overhead attachment of materials must be pre-approved and overseen by the VBSC's preferred provider of Audio-Visual services. Contact your Event Coordinator for further information about our rigging services, capabilities and restrictions detailed in our rigging policy. This includes overhead rigging of sound and lighting systems.

All rigging and hanging from hang points in the VBSC must conform to all national and local safety codes and is subject to approval by the VBSC. Nothing may be attached to any facility electrical or mechanical system.

The VBSC reserves the right to stop any installation of rigging if in its opinion the installation is not proceeding in a safe and prudent manner.

68. ROOF ACCESS

Access to the Center's roof is prohibited.

69. SECURITY

Facility Security

The VBSC maintains a comprehensive safety and evacuation procedure on file to ensure the general safety of occupants in the building. Facility security reserves the right to inspect any suspicious packages (e.g., boxes, coolers, etc.) brought into the building. House security staff is not responsible for goods or property within specific event spaces.

Event Security

The VBSC is the exclusive provider of event security services. The Event Coordinator will assist Permittee in selecting the appropriate level of security personnel. Door guards, badge checkers, security guards or off-duty police officers are used as needed. Minimum security and staffing requirements apply, particularly during move-in and move-out. These vary depending upon the size and nature of the event. A guard is required at the front entrance of the building during move-in and move-out. Parking or unloading at the front entrance of the VBSC is prohibited. Show management, vendors or general contractors may not move merchandise in or out of the front of the facility. A guard is also required at all times while loading docks are utilized. A Dock Master may be required to control access to the loading dock area. The Event Coordinator must approve all security plans and reserves the right to request additional security if warranted. Center has the right to impose this labor as deemed necessary for security;

safety matters, and to enforce VBSC policies. Permittee is responsible for payment of all security services.

70. SMOKING POLICY

In compliance with City of Virginia Beach ordinance (Section 28.5-3, No. 1832), smoking is strictly prohibited in all municipal facilities in the City of Virginia Beach. The VBSC, including loading dock platforms, entrances, and plaza are a smoke-free environment. Smoking is prohibited in public spaces and within 25 feet of an entrance to the building.

71. STAFFING REQUIREMENTS

The VBSC will make every effort to accommodate staffing or services requested by the Permittee. Minimum staffing and services are required by the VBSC in compliance with facility rules and in the interest of the event, facility and customers. Please consult your Event Coordinator to determine your event security requirements.

Holidays

Holiday rates apply for New Year's Day, President's Day/Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve and Christmas Day. Holiday rates apply on the actual holiday date as well as the date they are observed by City of Virginia Beach employees.

Minimum Work Calls

A three (3) hour minimum work call is required for all staff with the exception of security and certain subcontractors, which are subject to a four (4) hour minimum work call. All staff cancellations require notice of two business days; otherwise, a minimum charge of four (4) hours per staff will be incurred. Cancellations during shifts will result in charges for a minimum four (4) hour work charge.

Overtime

Full-time positions receive overtime compensation after each eight (8) hour shift and/or 40-hour workweek.

Services Exclusively Performed by VBSC Personnel:

- a) Only VBSC personnel are authorized to operate facility equipment.
- b) Any additional set-up or removal service needed for your event after the initial room set is subject to a labor fee, at the prevailing service rate.
- c) A Box Office Supervisor and at least one Ticket Seller are required for all "day of event" ticket sales.
- d) Only VBSC personnel or its contractors are authorized to supervise and or handle rigging for the facility.

- e) A Security Officer is required for each loading dock call. A dock master may be required for multi- hall events.
- f) An Access Control Officer (ACO) is required for all loading dock activities.
- g) Ticket Takers/Ushers may be used to monitor fire exits and dock pass doors during events.
- h) The VBSC reserves the right to require a minimum number of personnel for events requiring audio/visual technical services.
- i) The VBSC reserves the right to evaluate the risk of each event to determine minimum medical personnel requirements. If the VBSC hosts multiple events during the same hours, the cost of medical personnel may be shared between Permittees and divided proportionately between events.

72. STAGING AND MARSHALING AREA

The VBSC does not have any on-site storage for oversize vehicles. Limited space is available in the dock wells. Please contact your Event Coordinator to ensure adequate space is available. Additional off-site storage is available through Oceanfront Outdoor Storage at 757-491-2800. The VBSC cannot be held liable for any lost, stolen or damaged property.

73. STAPLES, NAILS, TACKS, TAPE

74. STICKERS/DECALS

The use of stickers or decals on any VBSC surface, fixture, equipment, or furniture is prohibited. A fee will be imposed on the Permittee to remove any such adhesive material from VBSC property. This also applies to stickers or decals used for identification of reserved seats.

75. STORAGE

Limited crate storage is available and must be coordinated with your Event Coordinator.

Storage of empty boxes, cartons, packing material, etc., and other combustible materials will not be permitted within the facility. These types of materials may be stored outside the building in approved areas. Vendors are not permitted to store back stock or goods for re-sale outside of their booth assignment. For more information, contact your Event Coordinator.

76. SUBCONTRACTORS

Permittee is responsible for the safety, conduct and performance of their Sub-contractors. Permittee will be held liable for any damage caused by any Contractor and/or Sub-Contractor.

77. TAPE (Adhesive tape)

The use of staples, nails, tacks, tape or screws or other fasteners into floors, walls, columns, ceilings, tables, chairs, or risers is strongly prohibited. Holes may not be drilled into any portion of the VBSC. Permittee will be responsible for any repair cost associated with violations of this policy.

Wire/Cord Management

The Permittee's General Contractors and A/V contractors are responsible for securing all cords and wires provided as a part of their services. The VBSC recommends the use of mats, carpets, or other cord run protective devices for safety purposes and to protect cords. The use of tape on any facility surface (e.g. track, hardwood, etc.) is prohibited except as noted. The use of high residue tape is prohibited in facility. If taping is necessary, the VBSC requires the use of a quality gaffer's tape on any surface. Duct tape, clear "cellophane" or packing tape is specifically prohibited. Vinyl tape or chalk can be used to mark the floors. Permittee is responsible for removal of any tape applied to the floor. Permittee and Contractors are responsible for the removal of all tape residue marks from floors. Tape or residue left on any surface will be removed by the VBSC and the cost for removal will be billed to Permittee. Gaffers tape is available for purchase in VBSC's Business Center.

Signs, Flyers and Stickers

The VBSC does not permit posting or hanging of signs, flyers, notices or advertisements by any method or location except those expressly provided for that purpose. VBSC staff will remove any unauthorized signs. Signs shall not be adhered by any method to any building surface including doors, walls, mirrors, or furnishings. Stickers or labels shall not be attached to any table, chair or any other furnishing or surface for any reason. Removal and damage fees incurred by the VBSC from the posting of signs or stickers will be charged to the event. The VBSC can provide multiple options for graphics, communication and rigging in the facility. Certain static cling products are acceptable but require VBSC approval prior to installation. Please contact your Event Coordinator for details.

78. TAXES/LICENSES

The Permittee shall be responsible for payment of state, federal and admission taxes, and all fees as prescribed by law. The City of Virginia Beach via VBSC Management may collect business license fees, local sales and amusement/admission taxes and other fees as prescribed by the governing body. The Permittee will assume all costs related to patents, trademarks, franchises or copyrights of material and matter used in the production and presentation of an event.

A 6% state sale tax applies to all equipment charges. An 11.5% sales tax applies to all prepared food sales.

A 10% city admission tax is collected by the VBSC for each ticket sold to a public event. The value of complimentary tickets will be taxes when the complimentary ticket

is exchanged for the bartered services. When this tax is included in the sale price, it is calculated as follows:

Selling price divided by 1.1, multiplied by 10%. An example of this calculation is...\$12 ticket (sales price) divided by 1.1 = \$10.91 x 10% (tax rate) = \$1.09 (amount of tax). If the Permittee feels that their event should be exempt from this tax pursuant to Section 35-182 of the Code of City of Virginia Beach, they are responsible for obtaining written exemption from the Commissioner of Revenue for the City of Virginia Beach. In absence of such written exemption, all ticket sale events will be subject to the tax.

Pursuant to the Virginia Beach City Code, section 18-108, any organization hosting an event and meeting the criteria established by the City Council of Virginia Beach may obtain an umbrella license from the commissioner of the revenue for \$10.00 per merchant or vendor provided that, regardless of the number of merchants and vendors, the total cost of the license shall not be less than \$50.00 nor should it exceed \$500.00. A Merchant/Vendor Report is required to be submitted to the commissioner of the revenue's office before the event takes place. Any additional vendors that were not listed on the original report must be included on a Final Merchant/Vendor Report which must be submitted within ten (10) days following the close of the event.

To obtain a license and/or necessary forms or if you need additional information regarding this ordinance, please contact the commissioner of the revenue's office by telephone or email at (757) 385- 4515 or business@vbgov.com. More information can also be found on www.vbgov.com.

79 . TELECOMMUNICATIONS/DATA (see Internet Usage)

80. TENTS AND TENSION MEMBRANES

Contact your Event Coordinator for more information or see Fire and Life Safety Information.

81. TRASH REMOVAL

Trash pick-up during meetings and trade shows will be performed as necessary during the event from VBSC receptacles. The VBSC reserves the right to charge a fee for removal of excess debris. Trash removal fees will apply for removal of any non-VBSC food service events such as sampling or from food industry shows. Your Event Coordinator may provide an estimate for this service.

Any trash clean-up which requires extra labor will incur an additional charge at the determination of VBSC Management. Permittee must leave event space broom clean at the conclusion of their event. Cleaning services are available at prevailing rates from the VBSC.

82. VAPING/E-CIGARETTES

As with traditional tobacco products, the use of e-cigarettes and vaporizers (vaping) is prohibited inside the building and within 25 feet of an entrance to the building.

83. WEAPONS

The VBSC, as a division of the City of Virginia Beach is subject to and adheres to the Virginia Code and Virginia Beach City Code as it relates to firearms.