



RIVER CENTER

CONVENTION CENTER EVENT PLANNING GUIDE



Phone: (225) 389-3030
www.raisingcanesrivercenter.com

275 S River Road
Baton Rouge, LA 70802

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SECTION 1

General Information

GENERAL INFORMATION



A. DIRECTIONS

From the West: Take I-10 East to Baton Rouge and take exit 155A for LA-30/Nicholson Dr/Highland Rd toward LSU. Turn right onto Oklahoma St. Turn right onto Nicholson Dr. Continue onto St. Louis St. The West Parking Garage will be on your left and the East Parking Garage will be on your right.

From the East: Take I-10 West to Baton Rouge and use the right lane to take exit 155B for I-110 N toward Downtown/Metro Arpt. Take exit 1A for Government St./LA-73 S. Turn left onto Government St. and turn right onto St. Louis St. The West Parking Garage will be on your left and the East Parking Garage will be on your right.

Please note: You will not be able to turn left into the West Parking Garage due to barriers on the median. To park in the West Parking Garage, you will need to be going South on St. Louis Street.

B. PARKING

Parking options are available on an event-by-event basis along River Road, and additional parking facilities can be found in the parking garages situated on St. Louis Street. Please be advised that these parking garages typically incur a parking fee, and payments are accepted via card exclusively.

The East and West Parking Garages are operated by LAZ Parking. Please contact them at (225) 389-3306 with any comments, questions or concerns.

BUILDING CONTACTS

Wayne Hodges (225) 389-7110
General Manager whodes@raisingcanesrivercenter.com

Matthew Destouet (225) 389-7118
Director of Booking, Events, & Security mdestouet@raisingcanesrivercenter.com

Desmond Doucette (225) 389-7109
Director of Facility Operations & IT ddoucette@raisingcanesrivercenter.com

Steve Gibson (225) 389-7113
Director of Ticketing Operations sgibson@raisingcanesrivercenter.com

Alysia Guin (225) 389-7102
Director of Marketing & Partnerships aguin@raisingcanesrivercenter.com

Scott Simon (225) 389-7121
Director of Food & Beverage ssimon@raisingcanesrivercenter.com

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Sr. Events Manager areed@raisingcanesrivercenter.com

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Conversions Manager ereed@raisingcanesrivercenter.com

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Housekeeping Manager dpierre@raisingcanesrivercenter.com

Annie Barker (225) 389-7037
Catering Manager abarker@raisingcanesrivercenter.com

Dawn Fields (225) 389-7031
Executive Asst., Contracts dfields@raisingcanesrivercenter.com

EVENT PLANNING CHECKLIST

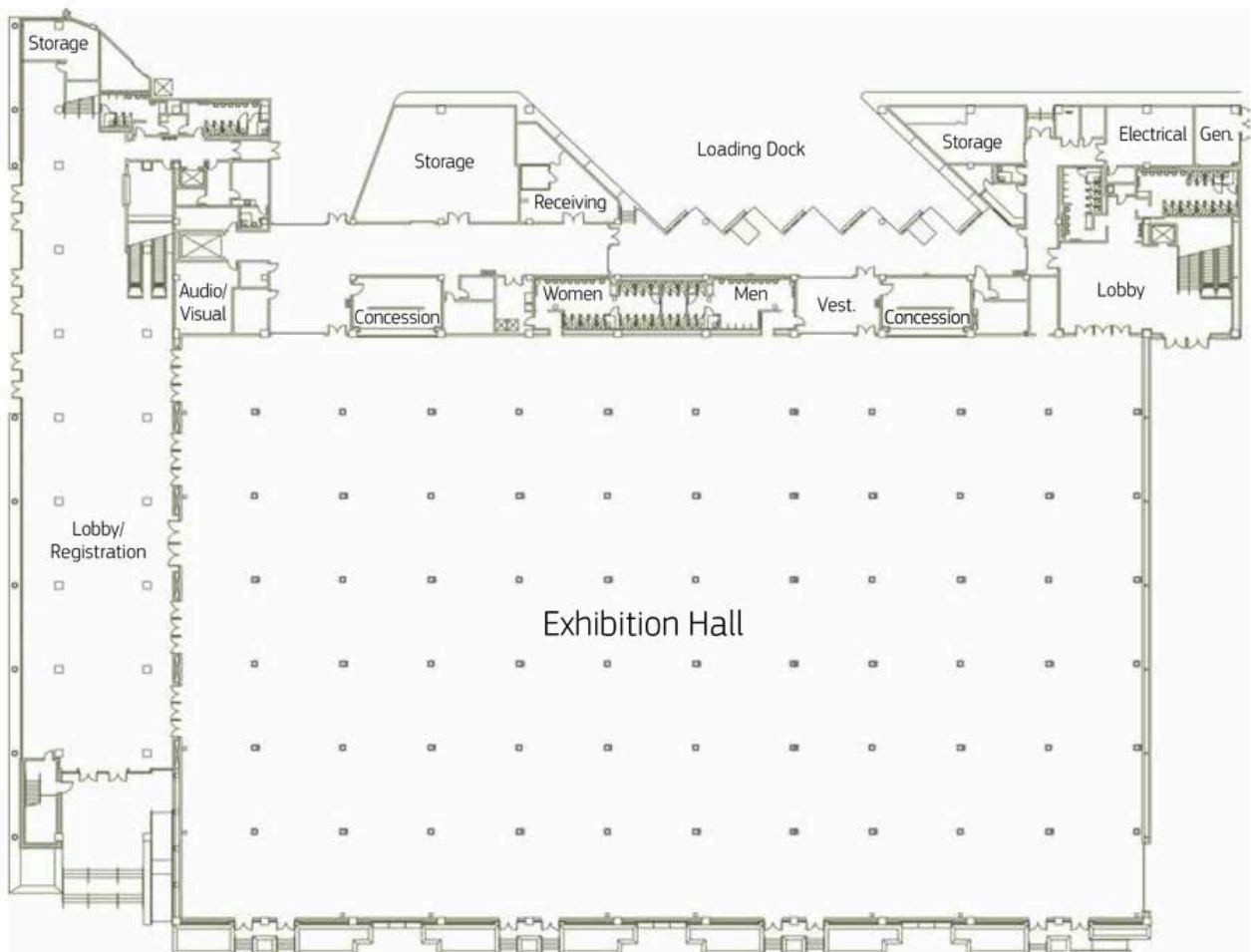
ACTION	DEADLINE	DATE COMPLETED
1 Review Event Planning Guide	Prior to signing contract and receiving preliminary estimate	
2 Once contract is emailed, must be returned with deposit	30 days following mutually agreed upon dates between client and Director of Booking and Events	
3 Executed contract is emailed or mailed to client when deposit and signed contracts are returned	Within 7 business days of receiving signed contract and deposit	
4 2 nd Deposit Due	60 days prior to event	
5 Select service contractor: Decorator/Production Company	60 days prior to event	
6 Request order forms for exhibitor kits: Food and Beverage, Electrical, Air/Water, Internet, Audio-Visual	Pre-Planning Stage	
7 Submit Meeting Room/Ballroom Specs to Event Manager	60 days prior to event	
8 Submit event floor plans to Event Manager	45 days prior to event	
9 Submit event agenda/ schedule to Event Manager	30 days prior to event	
10 Submit COI	30 days prior to event	
11 Updated Estimate sent to client	25 days prior to event	
12 Finalize event staff schedules	21 days prior to event	
13 Finalize staffing	14 days prior to event	
14 Precon	14 days prior to event	
15 Finalize and review all needs	14 days prior to event	
16 Preliminary Event Work Order sent out internally	14 days prior to event	
17 Final event advance	7-10 days prior to event	
18 Presettlement due to finance	5-7 days prior to event	
19 Final Event Work Order and Presettlement sent to Client	3-5 days prior to event	
20 Postcon	Within 14 days post event	

SECTION 2

Facility Specifications

EXHIBITION HALL

Encompassing 70,000 square feet of contiguous exhibit space, the Raising Cane's River Center Exhibition Hall can host a wide variety of events including conventions, tradeshows, meetings, banquets and concerts.



EXHIBITION HALL

CAPACITY INFORMATION

EXHIBITION HALL 1ST. FLOOR	CEILING HEIGHT	GROSS SQUARE FT.	ESTIMATED BOOTH CAPACITY	DIMENSION
Hall 1 (West)	35'	45,000	220- 10 x 10 booths	208 x 208
Hall 2 (East)	35'	25,000	125- 10 x 10 booths	118 x 208
Hall 1 & 2	35'	70,000	335- 10 x 10 booths	326 x 208

EXHIBITION HALL LEVEL I

- Total of approximately 70,000 sq. ft.
- Hall can be divided into two separate areas; 45,000 sq. ft./25,000 sq. ft.
- Pre-function lobby space totaling approximately 11,500 sq. ft.
- Uniform distribution load of 350 lbs. per sq. ft.
- Access to auxillary box offices
- 2 escalators
- 2 patron elevators

EXHIBITION HALL UTILITIES

- Walls - 200 amp, 3 phase company switches (cam connections)
- Data Networking System using GBIC fiber connection cable. System provides access throughout facility exhibition space, meeting rooms, registration, lobby and show management offices
- Telephone Network in-house PBX system
 - Connections available throughout facility (includes VOIP options)
- WiFi
- Secure, reliable computing environment
- Tailorable portal redirection to accent your event
- Portability throughout our venues
- **Floor boxes - Two Types: A (with water) and B (without water)** alternating on 30 ft. centers throughout Exhibition Hall Floor

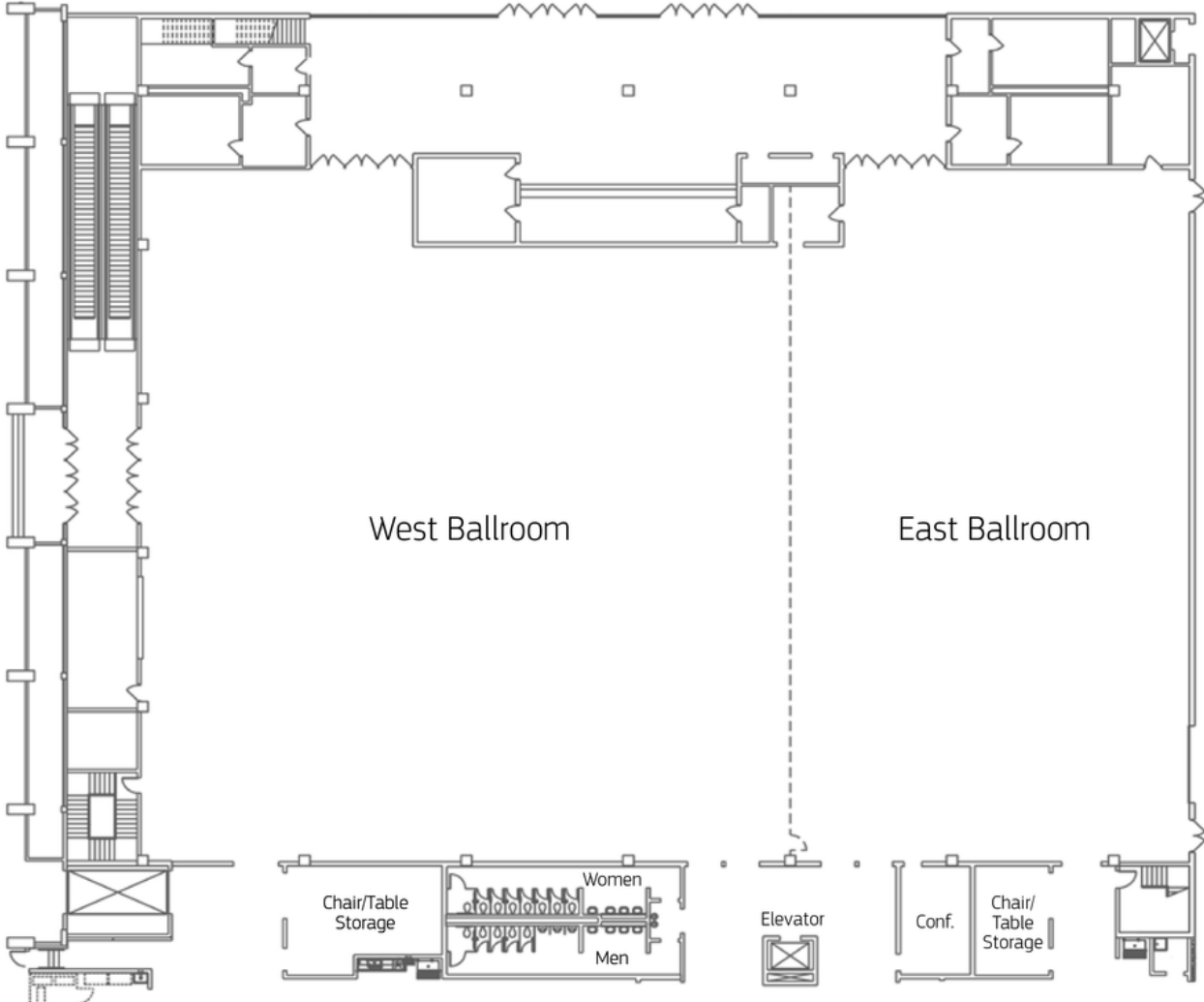
- Box A
 - 100 amp, 3 phase
 - (2) 30 amp, 3 phase
 - (6) Voice/Data (telephone)
 - (2) Multimode fiber optics microphone
 - 1/2" Water quick connect
 - 5" empty conduit for cable runs across the floor
- Box B
 - 100 amp, 3 phase
 - (2) amp, 3 phase
 - 20 amp
 - (6) Voice/Data (Telephone)
 - (2) Multimode Fiber Optics Microphone
 - 5" empty connection for cable runs across the floor

EXHIBITION HALL AMENITIES

- Two (2) Show Manager Offices (Level II)
- Business Office (Level I)
- Show Manager Secured Storage (Level I)

GRAND BALLROOM

Situated off of our expansive pre-function Galleria space, the Raising Cane's River Center Grand Ballroom is the perfect venue to host your trade show, speaking engagement, banquet or meeting.



GRAND BALLROOM

CAPACITY INFORMATION

BALLROOMS 1ST. FLOOR	CEILING HEIGHT	GROSS SQ. FEET	CLASSROOM 30" TABLES	THEATRE	BANQUET 72" ROUNDS	RECEPTION	DIMENSION
Ballroom 1 (West)	25'	16,083	-	1072	750	-	116 x 119
Ballroom 2 (East)	25'	10,253	-	685	450	-	71 x 119
Ballroom 1 & 2	25'	26,336	-	1,757	1,200	-	119.10 x 193.10
L1	18'	1,650	72	186	60	96	28.2 x 46.5
L2	18'	950	48	121	30	64	20.3 x 46.5
L3	18'	1,430	72	90	60	96	32.8 x 44.5
L4	18'	1,166	72	80	60	96	26.9 x 44.5
L3 & L4	18'	2,596	144	170	110	184	59.5 x 44.5

BALLROOM CAPACITY

- Ballroom with total of approximately 26,000 square feet
- Hall can be divided into two separate areas; 16,000 sq. ft./10,000 sq. ft.

SUPPORT SPACE

- Pre-function lobby space available with ticketing area
- Galleria - Adjacent to ballroom, total approximately 27,000 sq. ft. and serves as a function space for meals, receptions, exhibits, registration, etc.

BALLROOM UTILITIES

- WiFi
- Secure, reliable computing environment
- Tailorable portal redirection to accent your event
- Portability throughout our venues

BALLROOM AMENITIES

- Roll door for easy load in and out on same level
- Freight Elevator accessibility from loading dock
- Fully carpeted

MEETING ROOMS

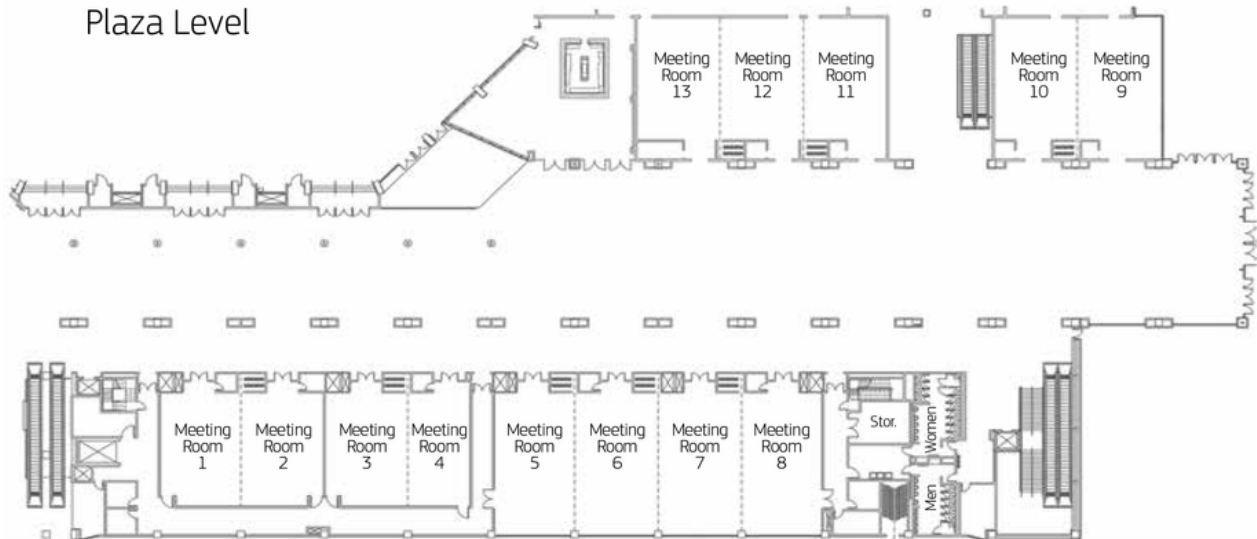
With 17 Meeting Rooms, the Raising Cane's River Center can comfortably accommodate everything from the largest of conferences and trade shows to the most intimate of meetings.



Ground Level



Plaza Level



MEETING ROOMS

CAPACITY INFORMATION

MEETING ROOMS 2ND. FLOOR	CEILING HEIGHT	GROSS SQ. FEET	CLASSROOM 30" TABLES	THEATRE	BANQUET 72" ROUNDS	RECEPTION	DIMENSION
1	16'	1,266	72	90	60	132	43 x 29.3
2	16'	1,266	72	90	60	132	43 x 29.3
1 & 2	16'	2,532	114	180	120	263	43 x 58.7
3	16'	1,266	72	90	60	132	43 x 29.3
4	16'	1,015	48	68	40	105	43 x 22.3
3 & 4	16'	2,281	114	198	100	232	43 x 51.7
5	16'	1,608	90	144	80	168	54 x 29
6	16'	1,660	90	144	80	174	54 x 30
7	16'	1,660	90	144	80	174	54 x 30
8	16'	1,608	90	144	80	168	54 x 29
5 & 6	16'	3,268	170	288	160	337	54 x 59
7 & 8	16'	3,268	164	288	160	337	54 x 59
5, 6, & 7	16'	4,928	244	456	240	516	54 x 89
6, 7, & 8	16'	4,928	244	456	240	516	54 x 89
5, 6, 7, & 8	16'	6,536	332	660	320	674	54 x 118
9	16'	1,520	96	168	70	112	30.4 x 53.10
10	16'	1,520	96	168	60	112	29.10 x 46.2
9 & 10	16'	3,040	192	336	130	224	60.2 x 46.2
11	16'	1,470	96	168	60	112	29.10 x 46.2
12	16'	1,470	96	168	60	112	30 x 46.2
13	16'	1,470	96	168	60	112	29.10 x 46.2
11 & 12	16'	2,940	192	336	120	224	59.10 x 46.2
11, 12, & 13	16'	4,410	288	504	180	336	89.8 x 46.2
Lobby 1st Floor		11,500	N/A	N/A	160	1211	53 x 131
Pelican Room		2,680					66.11 x 53.6
Galleria		27,170	N/A	N/A	N/A		
Riverview Room		3,100	206	200	120	326	89 x 34.5
Outdoor Veranda		1,938	N/A	N/A	N/A	N/A	

EXHIBITION HALL LEVEL II

- 13 flexible meeting rooms ranging in size from 1,000 to 1,650 sq. ft. each
- Total meeting room space of approximately 18,800 sq. ft.
- 4 meeting rooms overlooking level I of the Exhibition Hall
- Galleria - Adjacent to meeting rooms, totals approximately 27,000 sq. ft. and serves as a functional space for meals, receptions, exhibits, registration, etc.
- Riverview Room - Interior function space totals approximately 3,100 sq. ft.; full view of Mississippi River and interior view of main lobby
- Outdoor Veranda - Exterior area overlooking the Mississippi River, totaling approximately 1,938 sq. ft.

EXHIBITION HALL AMENITIES

- Two (2) Show Manager Offices (Level II)
- Business Office (Level I)
- Show Manager Secured Storage (Level I)

SECTION 3

Event Planning Services & Contacts

EVENT PLANNING SERVICES & CONTACTS

Following the execution of the license agreement, the Center will assign an Event Manager or Coordinator to work with the event planning and implementation. The Event Manager or Coordinator for your event will be in contact and remain as the primary Center liaison through the conclusion of the event.

The major function of the Event Manager or Coordinator is to gather all event information and disseminate that information to the operating departments. These departments include facilities, event security staff, housekeeping, conversions, audio-visual,

emergency medical services, electrical, telecommunications/Internet, food & beverage, technical services, police, and fire services.

It is important to remember the Raising Cane's River Center is a multi-purpose facility. The facility may have simultaneous events in the building. The Event Manager or Coordinator will rely on the information given to coordinate public areas for multiple events. By receiving this information in advance, the Event Manager and Coordinators will ensure the smooth operation of your event

A. AUTOMATED TELLER MACHINES (ATMS)

There are no permanent ATM within our facility. The Raising Cane's River Center is a cashless facility.

B. BUSINESS CENTER

There is no business center within the Convention Center. Arrangements should be made through the event's Exhibit Service Contractor. For more guidance on shipping and receiving, contact your Event Manager.

C. DIGITAL SIGNAGE USAGE

The Raising Cane's River Center has a digital screen inventory that is available for all events to utilize.

All of the Center's larger digital screens must always play the Center's upcoming events and contracted sponsors. Anything the Licensee requests to be on those screens will be played in addition to the existing rotation.

Some business categories cannot advertise in our building regardless of their status as a sponsor of the Licensee's event due to existing exclusive sponsorship agreements.

All digital signage requests and artwork must be received at least three (3) business days prior to the Licensee's event to allow time for scheduling and troubleshooting if necessary. The Center cannot guarantee display of any artwork or agendas sent after the three (3) business day window.

Consult with the Director of Marketing and Partnerships to learn what screens are available in the spaces rented for the event and what business categories cannot be advertised.

D. ELECTRIC AND UTILITIES

Electrical service is available upon request. Contact your Event Coordinator/ Manager for more details. All services will be billed to the Licensee.

EVENT PLANNING SERVICES & CONTACTS

E. EMERGENCY MEDICAL SERVICES

Based upon event type and attendance, Emergency Medical Technicians (Acadian Ambulance) will be employed during show hours to administer emergency first aid treatment. All staffing supplies and supplemental emergency medical equipment are supplied exclusively by Acadian Ambulance. An EMT will be scheduled as needed. For sporting events, the EMT does not act as an Athletic Trainer. All services will be billed to the Licensee.

F. FOOD AND BEVERAGE

All catering at the Raising Cane's River Center is proudly delivered by Legends Global, our exclusive in-house food and beverage partner. Together, we bring your hospitality vision to life by designing dining moments that feel authentic, unforgettable, and distinctly yours.

Whether it's a signature dish, refreshing beverage, locally inspired menu, or shared meal that becomes tradition, every item crafted by the Raising Cane's River Center and Legends Global connects people to a lasting impression of world-class hospitality.

You can request the catering menu from our Catering Manager.

G. GUEST SERVICES

The guest services agent is in the guest services office in the Arena. Contact your Event Coordinator/Manager for more details.

H. HOUSEKEEPING

The River Center will be provided to the Licensee in clean condition. During the event, the Housekeeping Department will maintain all public common areas such as lobbies,

hallways, restrooms, and meeting rooms.

Center will charge Licensee for any additional bulk trash hauls necessary due to event operations. Bulk trash is defined as any material that cannot be readily removed by a standard push broom. It is the responsibility of the Licensee to leave the facility "broom clean", making sure that all trash, including tape residue, be removed. Excess post-event cleaning done by the Center will be billed to the Licensee. Licensee must abide by any and all Center labor rules and jurisdictions.

I. INTERNET AND TELECOMMUNICATIONS

The IT Department provides exclusive services that can be tailored to meet specific show management and exhibitor's needs. The facility can provide Internet connectivity at high speeds (Fiber –Optic, Cat 5 and Cat 6 infrastructure). All Meeting Rooms and Exhibition Hall are equipped with Ethernet connection and capabilities. The Event Coordinator/Manager will provide order forms for inclusion in the exhibitor kits if needed. All services will be billed to the Licensee and or exhibitor.

J. LOADING DOCK

To maintain safe and efficient operations, the River Center Security will retain complete control over all loading dock activities. Licensee is responsible for all associated labor and space costs. All staff utilized for dock(s) will be scheduled through the Security Manager. The Center does not maintain a marshaling yard on its premises.

EVENT PLANNING SERVICES & CONTACTS

K. MARKETING AND BRANDING

We offer different opportunities to showcase your brand/sponsors at the facility. From promoting your event on our website and social media to displaying digital assets on our digital screens, let us turn your next event into an unforgettable experience that elevates your brand and captivates your guests.

Events can only be added to our Raising Cane's River Center website/social media event listing if they are currently contracted with the facility. If you currently have a booked event at the facility, and would like to be added into the listing, fill out the form on our website.

Fill out the Event Marketing Support form on our website to request these services.

L. POLICE

Baton Rouge Police Department (BRPD) and Baton Rouge Constables Office (BRCO) are the ONLY ARMED security permitted in the facility. Any special security services regarding police must be arranged through the Event Coordinator/Manager. Minimal deputies will be at the discretion of the Center's management as deemed necessary. Police officers are required for the following events: 3000 people per day, sporting events/tournaments, high traffic events. All services will be billed to the Licensee.

M. ROOM SECURITY - KEYS

Request for keys should be made through the Event Manager and all keys must be returned on the last day of the event. In compliance with NFPA Life Safety Code, doors cannot be blocked, chained, or altered in any way. The

Center reserves the right (at all times) to access any area if necessary.

N. SECURITY - CENTRAL

The River Center maintains exclusive 24-hour security. The Building Security Staff maintains 24-hour security coverage for the Center's perimeter areas, internal corridors, and life safety alarm system. They also secure exterior and interior access doors as well as monitor internal traffic flow.

Building Security Staff handle all lost and found and provide wheelchairs. All incidents of injury, vandalism, building damage, theft, etc. should be reported to the Event Coordinator/Manager immediately. Following notification of any incidents, Building Security Staff will initiate appropriate reports and investigations.

River Center Security | 225.421.9602

O. SECURITY - EVENT STAFFING - MAGNETOMETER AND BAG CHECK

Event Security Staff are required for all events during move-in, event, and move-out hours. These costs are in addition to the rental agreement. Security representatives will be in contact to develop a comprehensive, cost-effective personnel plan. Minimal staffing will be at the discretion of Center Management as deemed appropriate after carefully considering the nature and character of the event.

P. PRODUCTION SERVICES

Please consult with Director of Booking, Events and Security during the booking process and reference the official vendors & last right of refusal clause.

EVENT PLANNING SERVICES & CONTACTS

P. PRODUCTION SERVICES (CONT.)

Rigging Services

Phoenix Rigging is the official sponsor in the rigging and labor services business category. Phoenix Rigging is responsible for the review and approval of ALL rigging plans prior to the commencement of all shows along with providing a rigging supervisor for the installation, operation and dismantle of all rigging projects. Licensee shall first approach Phoenix Rigging to provide a quote or proposal for the required services. Phoenix Rigging shall have the first opportunity to provide the necessary services.

Please reach out to your Event Coordinator/Manager for further details.

Lighting & Sound

Deep South Productions is the official sponsor in the production-related services business category. Licensee shall first approach Deep South Production to provide a quote or proposal for the required services. Deep South Production shall have the first opportunity to provide the necessary services.

If the Licensee receives a competitive quote or proposal from an outside supplier both Phoenix Rigging & Deep South Productions shall have the last right of refusal.

If an outside vendor is contracted, the Event Coordinator/Manager will need to be notified immediately.

SECTION 4

**Facility Operations/Safety &
Liability Rules & Regulation**

FACILITY OPERATIONS/SAFETY & LIABILITY RULES & REGULATION

A. AIRWALLS

The moveable air walls in the exhibition halls, ballrooms, and meeting rooms are to be installed and removed by Center personnel only.

B. ANCILLARY ESTIMATE

An event services ancillary estimate will be issued to the Licensee prior to contracting. Twenty-Five percent (25%) of the event services fees are due at contracting. Fifty percent (50%) of the event services fee are due sixty (60) days prior to the event. An updated estimate will be provided and the final twenty-five percent (25%) is due thirty (30) days prior to event.

C. ANIMALS

It is prohibited to have animals in the Center without proper written permission. Contact the Event Manager for rules and regulations. Service Animals may accompany a person with a disability in the Center. Under the ADA (Americans with Disabilities Act 2010), service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

D. CLEANING SERVICES

Janitorial services will be included in the Licensee's estimate. Fees are based on type of event and attendance. Staffing for move-in, event day and post-clean are included in the estimate. The Licensee will not be charged for the pre-clean.

Confetti

- Licensee must inform the Center prior to the event if they intend to use confetti.
- There will be a basic confetti clean up fee of \$800 applied to Licensee's event services estimate.
- Use of mylar confetti is prohibited.

Excessive cleaning fees can apply. Please inquire with the Director of Booking, Events and Security for more details for what constitutes excessive cleaning.

E. DAMAGES

Prior to the first move-in day, the Facilities Department will schedule a facility inspection to verify the condition of the Center. At the conclusion of the event move-out, a final inspection will identify and specify any damages resulting from the event.

Notify the Event Manager of any damage that occurs throughout the course of the show. Show management will be informed of any damages with a damage report and a photograph when applicable. The cost of repair of damages is the Licensee's responsibility and the Center will make all repairs.

F. DRONE UNMANNED AERIAL SYSTEMS (UAS)

1. The use of a UAS inside the Raising Cane's River Center is prohibited without written approval by Legends Global Management.
2. Dates and hours of operating the UAS inside the Raising Cane's River Center must be pre-approved by Legends Global.
3. The name and piloting experience of the UAS operator must be submitted to Legends Global prior to operation.

FACILITY OPERATIONS/SAFETY & LIABILITY RULES & REGULATION

F. DRONE UNMANNED AERIAL SYSTEMS (UAS) (CONT.)

4. Addendum to the License Agreement and additional insurance is required for approved UAS.
5. Only one (1) UAS will be authorized to operate inside the Raising Cane's River Center at any given time.
6. The UAS is restricted to a gross weight of 10 pounds.
7. UAS cannot photograph persons in an area where there is an expectation of privacy. The UAS must be equipped with a foam "hull" while operating inside the Raising Cane's River Center. (Note: hulls are foam covers which minimize damage to drones)

G. EXHIBITS IN PERMANENTLY CARPETED AREAS

When using permanently carpeted areas as exhibit space, the service contractor is required to lay plastic or protective covering over the permanent carpet before bringing freight or material-handling equipment into the area. In taking protective measures, it will prevent damage caused by direct contact with lifts, pallet jacks and/or such equipment. No Forklifts authorized in the ballrooms. When on carpeted areas, all lifts(scissor or boom) must have, non-marking tires.

Any damages will be at the cost of the Licensee.

H. EXHIBIT HALL AND LOADING DOCK REGULATIONS

1. No vehicles will be allowed in dock areas, exhibit halls, etc. without proper identification.
2. "No parking" and "tow away" zones and other restricted areas will be strictly enforced. Vehicles will be towed at the owner's expense.

3. Move-in and move-out through the front of the building is allowed. Move-in and move-out periods must be approved in writing by the Center.
4. Scheduling of dock and storage areas, etc. must be approved by the Center.
5. Vehicles are to be operated in a safe and prudent manner. Any actions including speeding, erratic driving, etc. deemed unsafe by the Center are not tolerated. Failure to adhere to Center policies will be grounds for ejection from the premises and suspension of work privileges.
6. No refueling of vehicles is permitted within fifty (50) feet of the Center.
7. At no time may exit doors be blocked or obstructed with freight, equipment, display material, or trash.
8. No glass containers are permitted on the exhibit floor, meeting rooms or ballrooms without the prior written approval of the Center.
9. Dock utilization schedules must be submitted to the Center (altering proposed schedules may require the Center to reallocate specific dock space to different events).
10. Overhead doors to be open or closed by Raising Cane's River Center authorized personnel only.
11. All events are to be show ready 1-hour prior to doors. Heavy equipment must be off the floor and overhead doors closed prior to turning on the air conditioning.

I. EXHIBIT HALL LAYOUT AND SET UP

1. Aisles must be a minimum of six to ten (6'-10') wide and approved by the Fire Marshal.
2. No exhibit booth, registration table or related material may be placed within eight (8') of main entrance and exit.

FACILITY OPERATIONS/SAFETY & LIABILITY RULES & REGULATION

I. EXHIBIT HALL LAYOUT AND SET UP (CONT.)

3. Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits or other fixtures.
4. During event days, exhibitor service desks cannot be located in lobbies or pre-function areas unless previously approved by Center.
5. Literature and other items cannot be stored in booth beyond what could be reasonably used in one day. Additional material must be stored in closed containers and kept in a neat and organized manner in a designated storage area.
6. Clear access must be maintained to all Center services (i.e., restrooms, concession stands, utility rooms, etc.)
7. Carpet runners or show carpet installed over Center's permanent carpet is prohibited without the prior written approval of Center.
8. Under no circumstance can a fire extinguisher be blocked.

J. EXHIBIT & REGISTRATION - FLOOR PLAN APPROVAL

The Center's exhibit and registration floor plan approval process incorporates policies mandated by the East Baton Rouge Parish Fire Department. The Fire Department, prior to the sale or lease of any exhibit space, must approve all floor plans.

A copy of any seating diagram or floor plan for your event must be submitted to the Baton Rouge Fire Inspector at least 30 days prior to the start of your event. Clients may contact the Fire Inspector directly at (225) 354-1431 or

have their assigned Event Manager submit the drawings on their behalf. Regardless of how the submission is handled, a copy of the approved and stamped drawing must be given to the assigned Event Manager prior to the beginning of the event.

The Event Manager can provide guidelines for floor plan layout. A copy of the proposed floor plan, drawn to scale, needs to be submitted to the Event Manager. Copies of the proposed floor plan will be submitted to the Fire Department for approval. Non-approved floor plans will be returned to Licensee with explanations. Licensee must re-submit a copy of floor plan for approval.

1. The proposed floor plan submitted for approval must include the following:
 - o Show title, contracted dates, draftsman's company name and address, service contractor name and address.
 - o Booth configurations drawn to scale, including base dimensions, heights and locations.
 - o Aisle locations and dimensions.
 - o Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
 - o All exits & primary entrances.
 - o All permanent and temporary concession and novelty stands.
 - o All fire safety devices including extinguisher and alarm stations.
 - o Dimensions of all service desks including space allocations for service desks operated by Center.
 - o Dimensions of service contractor storage areas or "bone yards".
 - o Distinction between pipe & drape and wall.
 - o Building floor ports where applicable

FACILITY OPERATIONS/SAFETY & LIABILITY RULES & REGULATION

J. EXHIBIT & REGISTRATION - FLOOR PLAN APPROVAL (CONT.)

2. A copy of the final approved floor plan is to be displayed in the Service Contractors' service area office.
3. The decisions of the Fire Marshal of East Baton Rouge Parish are final.

Note: ALL NFPA Life Safety Code guidelines are observed by the Center as well as all federal, state, and local fire codes that apply to public assembly facilities.

K. FIRE CODE REGULATIONS

Pyrotechnics:

- A City of Baton Rouge permit is required for all pyrotechnics.
- Permits must be requested in a timely manner.
- A pyrotechnics demo must be performed for the Fire Prevention Division of the Baton Rouge Fire Department on all pyrotechnic shows.
- A local pyrotechnics company must be utilized, unless the desired pyrotechnics company is licensed in the State of Louisiana.
- Any and all materials that may be used during a pyrotechnics show must have a flame retardant certificate. A copy must be furnished to the Event Manager. The telephone number to the Baton Rouge Fire Department, Fire Prevention Division is (225)354-1431.

Air Space:

- Use of air space over the Raising Cane's River Center and in the city of Baton Rouge must be applied for through the FAA, the city of Baton Rouge, and the Municipal Airport. The number to the FAA Radar

- Room is (225)354-2100. The number to the FAA Fights Standards District Office for Regulations is (225)932-5900.

Fire Watch

- As required by the Baton Rouge Department and Raising Cane's River Center management, a standby Fire Inspector(s) will be staffed during the event. Any costs for this additional requirement will be the responsibility of the Licensee.
 - Fire Department Personnel needed by facility:
 - 2 Fire Personnel required for Arena, Exhibition Hall, Exhibition Hall 1/Ballroom
 - 1 Fire Personnel required for Exhibition Hall 1, Exhibition Hall 2, Ballroom, Galleria/Meeting Rooms, and Theatre
 - Arena/Theatre determined after the event work order has been reviewed.
 - Any event that occupies more than one of the above mentioned assembly areas, additional fire personnel shall be required. Exceptions can be made, but must be approved prior to the event.
 - During any event that involves vehicles parked in an assembly area, additional fire personnel shall be required.
 - In any event that a life safety system is out of service, for any reason, additional fire personnel may be required.

FACILITY OPERATIONS/SAFETY & LIABILITY RULES & REGULATION

K. FIRE CODE REGULATIONS (CONT.)

Open Flame Devices

- Open flame devices are not permitted on Raising Cane's River Center property unless specifically approved by the Baton Rouge Fire department and with full knowledge of the Raising Cane's River Center management.

Vehicle Restrictions

- When a vehicle is placed in a place of assembly, the following conditions must be met:
 - Fuel tanks shall be drained to less than 1/4 of tank capacity or ten gallons of fuel, whichever is less.
 - Fuel caps shall be taped shut or fitted with a locking cap.
 - Battery terminals shall be disconnected.
 - Vehicle engine is not to run inside of the building.
 - Refueling is not allowed inside of the building.
 - Standby with a portable fire extinguisher after vehicle is brought inside of building check paper or plastic placed under the vehicle due to high heat under the vehicle.

L. FOOD AND BEVERAGE

No outside food and beverage is allowed at the Center. Food and beverage will be removed, and violators will be charged fees for removal.

- Exhibitors wishing to offer food or beverage sampling must have prior written approval by the Food and Beverage Department. Upon approval, the exhibitor will then adhere to the following:

- An exhibitor and/or association member must occupy approved booths at all times.
- Items dispensed are limited to products manufactured, processed, or distributed by exhibiting firm, and must be directly related to participation in event.
- Food items must be administered and limited to "sampling" or "bite" size portions.
- Non-Alcoholic Beverage items must be distributed in containers no greater than four (4) ounces, and no more than three (3) ounces of product may be distributed per container.
- Food and/or beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, etc.) must be purchased from the Center's Food and Beverage Department.
- Restrooms, concession stands, and/or facility kitchens may not be used for clean up.
- Space utilized for storage, preparation, etc. of product must be approved in writing by the Center and is subject to fees.
- Securing of all necessary licenses, permits, etc. is the responsibility of Licensee/exhibitor. Including but not limited to open flame and cooking equipment.
- Costs associated with the disposal of trash, waste, etc. from exhibitor sampling are the responsibility of Licensee and/or exhibitor.
- Advanced written authorization and a copy of the exhibiting companies' insurance is required if products are to be sampled.
- The sale of food or beverage products are prohibited.
- For any product containing alcohol, contact your Catering Sales Manager.

FACILITY OPERATIONS/SAFETY & LIABILITY RULES & REGULATION

M. FREIGHT DELIVERIES

Due to limited storage space, the Center will not accept advance freight deliveries.

- All freight must be shipped to the service contractor and delivered to the Center during the designated move-in period.
- Any freight scheduled for delivery to the Center during move-in must be sent to the attention of the service contractor.
- The Center will not accept C.O.D. shipments or responsibility for costs associated with freight.
- The Center will not be liable for the security of freight left following the conclusion of the moveout date(s), or responsible for the shipping of such freight. Freight left on the show floor will be disposed of at Licensee's expense.
- Licensee is responsible for informing all parties of Center's freight policies.

N. INSURANCE

All Licensees and their sub-contractors are required to provide a Certificate of Insurance. Specific requirements are referenced in the license agreement. Certificate(s) must be furnished to the Center thirty (30) days prior to the first move-in day of the event. A sample copy of an acceptable insurance certificate is located in the Certificate of Insurance Information. (See Event Manager for more information and certificate examples.) General and Excess Liability coverage may be available to Licensees through the Center for some events. The Event Manager needs to be notified when utilizing this plan.

O. LIGHTING & AIR CONDITIONING

Fifty percent (50%) “work lights” will be provided at no charge in Exhibition Halls

during move-in and move-out. One hundred percent (100%) “show lights” will be provided one (1) hour prior to Show opening and meetings. Lighting requests outside these parameters will be charged at the prevailing hourly rate.

Air conditioning is provided complimentary during show hours – beginning one (1) hour prior to show opening. Air conditioning is not provided on move-in and move-out days. A Licensee requesting air conditioning during non-show periods will be charged an hourly rate

P. PARKING

Parking options are available on an event-by-event basis along River Road, and additional parking facilities can be found in the parking garages situated on St. Louis Street. Please be advised that these parking garages typically incur a parking fee, and payments are accepted via card exclusively.

The East and West Parking Garages are operated by LAZ Parking. Please contact them at (225) 389-3306 with any requests surrounding pre-purchasing parking spaces or reserving a garage for your event.

Q. ROOM SETUP

Maxed capacities for meeting facilities are provided in Section II, Facility Specifications. The chart reflects maximum amount of seating allowed with a standing podium in each room only.

Capacities will vary with the addition of staging, food service tables, dance floors, or audio-visual requirements. Contact the Event Manager to confirm room capacities prior to preparing room specifications.

FACILITY OPERATIONS/SAFETY & LIABILITY RULES & REGULATION

R. SECURITY AND PUBLIC SAFETY

- The Raising Cane's River Center has in house Security Services 24-hours a day. Security Control for Raising Cane's River Center is located at the loading dock. In case of an emergency at Raising Cane's River Center, please call (225) 421-9602.
- Public safety arrangements for all events are the responsibility of the Licensee and are subject to review and approval by the Legends Global management. The Licensee is responsible for complete security within the licensed areas and MAY BE REQUIRED to provide additional security in loading dock areas, emergency exits, registration areas and ancillary spaces utilized for the event. Security firms engaged by the Licensee shall be licensed in the State of Louisiana and are prohibited from carrying firearms within the premises, unless such personnel are authorized on-duty uniform law enforcement officers having jurisdiction at this location. See your assigned Event Coordinator for additional information.
- Chain locks and other devices, which secure mandatory fire exit doors, are strictly prohibited.
- Service personnel and staff of Raising Cane's River Center and the client are required to wear identification badges at all times and enter and exit the licensed areas through specified staff entrances.
- Working personnel are not permitted to loiter or take breaks in public areas of the building or utilize food service areas reserved for customers.
- Soliciting is not permitted on Raising Cane's River Center premises.
- Any conduct detrimental to the safe and proper operation of an event, abusive

language, threats, assault, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises or arrest and prosecution as appropriate.

S. SIGNAGE AND DECORATIONS

- The Licensee is responsible for all Directional Signage to support their event operations including both inside and outside the building. Center will create Center Branded A Frames for area with high foot traffic. Anything additional will be acquired by the Licensee. Ensure you receive approval from the Event Manager on the outside directional signage plan to ensure cohesive efforts for other events on property where applicable.
- Signs, decorations, and related materials may not be taped, tacked, stapled, nailed, etc. to painted surfaces, columns, fabrics, glass, windows, doors, mirrors, ceiling, or decorative walls in the Center.
- Convention Center permanent signs, banners, etc. may not be blocked in any manner.
- Temporary signs may not be attached in any manner to permanent Center signage.
- Banners are allowed in the Center. Please see your Event Manager for approval of any signage in public and non-contracted spaces.
- Insured subcontractor must hang banners from any ballroom / meeting room space. This service is not available in-house.
- No exterior banners are permitted without prior written approval. Consult the Event Manager with the details of every banner to be hung.
- Adhesive backed decals and stickers may be distributed in the Center. Any costs incurred by the Center for the removal of

FACILITY OPERATIONS/SAFETY & LIABILITY RULES & REGULATION

S. SIGNAGE AND DECORATION (CONT.)

- these items from walls, furniture, floors, etc. will be charged to Licensee.
- **Helium balloons and mylar confetti are prohibited.** Costs associated with violation of this are the responsibility of the Licensee.

T. SMOKING/VAPING POLICY

The Raising Cane's River Center upholds a strict no-smoking/vaping policy within its premises, promoting a clean and healthy environment for all visitors.

Additionally, please be aware that the Center enforces a no re-entry policy to maintain security and the safety of our guests throughout the duration of the event.

U. SPECIAL NEEDS FACILITIES

In accordance with ADA, the Center provides ramp access, restroom facilities, Braille elevator buttons, phone and fire alarms for the deaf and hard of hearing, patrons with disabilities, and wheelchairs.

V. SUB-CONTRACTORS/ SUB-CONTRACTOR EMPLOYEES INSURANCE REQUIREMENTS

All sub-contractors are required to provide a Certificate of Insurance evidencing a minimum five million dollar general liability insurance policy as well as workman's comp coverage. The certificate must name Legends Global, City of Baton Rouge, East Baton Rouge Parish, their Officers, Agents, and Employees as additional insured. The Raising Cane's River Center, as well as Legends Global must be

named as the certificate holder. The Certificate must also include a 30-day cancellation notice.

All sub-contractor operations and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to insure a safe workplace. All sub-contractor employees must use the designated employee entrances/exits and must have proper identification badges for access to authorized areas.

W. TAPE ON SURFACES

The Center requires the use of approved blue painter's tape. Licensee and service contractors are responsible for the removal of all tape and residue marks from the exhibition hall(s), concourse, and meeting room floors. The use of high residue tape is prohibited on terrazzo floors and carpeted areas. Tape or residue left on any surface will be removed by the Center and the cost for the removal will be billed to Licensee.

X. TRANSPORTATION

The primary drop-off/pick-up location for shuttle buses, ride share, and special needs patrons will depend upon primary entrance and space being used by Licensee's event. Please consult with Event Manager/Coordinator to develop a plan for arrival and departure for your event.

Cars parked within the loading zone will be towed at the owner's expense.

FACILITY OPERATIONS/SAFETY & LIABILITY RULES & REGULATION

Y. OPERATION RULES AND REGULATIONS

1. The location of entrance doors, provided by the decorator, must be approved by the Center.
2. Use of Center equipment, supplies and other materials is limited to Center personnel only.
3. Licensee and their Sub-Contractors are prohibited from moving the Center's furniture, fixtures, and equipment.
4. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement. No exceptions.
5. Motorized vehicles and equipment (i.e., carts, forklifts, scooters, electric bikes, etc.) and other moveable equipment (i.e., dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space.
6. Use of glitter and confetti is not permitted in the Center without the prior written approval of Center. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee's responsibility.
7. Helium balloons are not permitted in the Center.
8. All floor load capacities should be strictly observed. Any variations should be approved in writing by Center.
9. The sale or distribution of novelty merchandise is prohibited without prior written approval of facility. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Center.
10. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
11. All facility utilities are property of the Center, and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Center. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
12. No soliciting is permitted in the Center or on Center premises.
13. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
14. Alcoholic beverages may not be brought into the Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.