

DUKE ENERGY CONVENTION CENTER

EVENT PLANNING GUIDE

Duke Energy Convention Center
CINCINNATI



Guide Content

Center Welcome	4
Center Overview	5
Center Map Overview	6
Center Specifications	7
Directions and Parking	8-9
Planner Checklist	10-12
Guidelines, Information, and Regulations	13-42

- Advertising
- Abandoned Property
- Airwalls
- Americans with Disabilities Act (ADA)
- Amusement Rides
- Anchoring/Drilling
- Animals/Pets
- Audio Visual Services
- Balloons
- Box Office
- Cabling
- Catering/Food & Beverage Services
- Cleaning (*Exclusive*)
- Coat Check (*Exclusive*)
- Concessions (*Exclusive*)
- Crate/Bone Yard Storage
- Damages
- Drayage
- Drone Policy / Unmanned Aerial Vehicles
- Electric & Utility Services (*Exclusive*)
- Emergency Operating Procedures
- Engineering / Utilities (*Exclusive*)
- Equipment List and Rentals
- Estimated Invoice
- Event Manager
- Exhibitor Services (*Exclusive*)
- Exhibitor and Show Management Work Rights
- Fire and Safety Requirements
- General Service Contractors
- Glitter/Confetti
- Gratuities
- Green Initiatives
- Hand Carry Policy

- House Phones
- House Sound
- Insurance
- Internet
- Identification
- Key Cards
- Loading Dock
- Lost and Found
- Marshalling Yard
- Media/Marketing Services
- Medical Services
- Medical Waste
- Motorized Vehicles
- Noise Levels
- Parking
- Police / Law Enforcement
- Privately Owned Vehicles (POV's)
- Prohibited Items
- Public Safety and Event Security (*Exclusive*)
- Pre-Convention Meetings
- Radios
- Recorded/Live Presentations
- Rental Fees
- Rigging Rules and Regulations (*Exclusive*)
- Room Sets
- Signage
- Site/Planning Visits
- Smoking Policies
- Solicitations
- Taxes
- The Business Center
- Water Service
- Weight Loads (Floor Load Limit)

Food & Beverage

43

Center Welcome

On behalf of ASM Global, welcome to the newly imagined Duke Energy Convention Center!

Thank you for choosing Cincinnati and the Duke Energy Convention Center (DECC). Our professional staff is committed to providing excellent service to our clients, exhibitors, and guests; and we take pride in our facility and the community it represents.

The DECC is undergoing a major renovation that will drastically improve the visitor experience. Set to open in January of 2026, the newly reimagined DECC will boast significant updates and renovations that will result in a more flexible, functional, environmentally friendly and technologically state of the art world class venue.

The Event Planning Guide (the “EPG”) is meant as a resource for planners to assist in detailing the Center's key guidelines, regulations, policies and procedures that show management and their staff, show attendees, exhibitors, and contractors are responsible for complying with. The EPG also serves as a written resource providing valuable information necessary for the successful execution of your event. We request that you convey the information in this document to your staff, subcontractors, and exhibitors.

The City of Cincinnati and Hamilton County offer an exciting array of food, entertainment, and hotel options as the host city of your event. Please don't hesitate to contact your Event Manager if you have any questions that may not be covered in this guide. We are here as an extension to you and the success of your event.

Again, welcome to Cincinnati and the Duke Energy Convention Center!

Mike Campo
General Manager

Center Overview

Owner	City of Cincinnati
Management Company	ASM Global
Facility Address	525 Elm Street Cincinnati, OH 45202
Website	www.duke-energycenter.com

About Us

The Duke Energy Convention Center is situated in the heart of the Queen City! It is within walking distance of nearly 3,400 hotel rooms. Cincinnati's flexible convention center campus is a convenient location to host small executive meetings, or large industry trade shows.

The Duke Energy Convention Center provides more than **250,000 square feet of prime meeting and event space**, which includes **195,000 sq. ft. of continuous exhibit space, 30+ breakout rooms, rooftop outdoor terrace and 2 ballrooms: a 39,000 sq. ft. Cincinnati Ballroom** divisible into 2 sections, and a **17,000 sq. ft. Queen City Ballroom** divisible into 4 sections.

As a 2024 *Exhibitor Magazine* Center of Excellence Award winner (4 years in a row!) and voted by meeting planners as a Top 30 Convention Center Prime Site Award Winner for twelve consecutive years, the DECC is ready to make your event remarkable!

Center Map Overview

Updated Overview Map - Coming Soon in 2025!

Center Specifications

Updated Meeting Room Capacities - Coming Soon in 2025!

Directions

Driving Directions to the DECC

From the North via I-75 South (Dayton, Indianapolis)

From Southbound I-75, take Exit 1C for Fifth Street (this is a left-hand exit). Proceed east (straight) on Fifth Street and the convention center will be immediately on your left.

From the North via I-71 South (Columbus, Cleveland)

From Southbound I-71, take the exit for Downtown/Riverfront/Third Street (a left-hand exit). Merge onto Third Street and drive six blocks. Turn right onto Elm Street and the convention center will be on your left in two blocks.

From the South via I-71/I-75 North (CVG Airport, Lexington, Louisville, Nashville)

From Northbound I-75/I-71, follow the signs for Cincinnati and cross the Ohio River. Take Exit 1C for Fifth Street and proceed east (straight) on Fifth Street. The convention center will be immediately on your left.

From the South via I-471 North (Northern Kentucky, Newport)

Follow I-471 North over the yellow bridge and take Exit 6A for Sixth Street. Stay straight on Sixth Street and drive six blocks. At Elm Street the convention center will be on your left.

From the East or West via U.S. 50 (Columbia Parkway)

Eastbound: Take the Fifth Street exit. Continue straight on Fifth Street and the convention center will be immediately on your left.

Westbound: Take the exit for Third Street/Downtown/Riverfront. Merge onto Third Street and drive six blocks. Turn right onto Elm Street and the convention center will be on your left in two blocks

Directions & Parking

Parking Adjacent to the DECC

The Duke Energy Convention Center offers two convenient main entrances. The 1st entrance is located on the north side of the building at the intersection of Sixth Street and Elm Street, and the 2nd entrance is located on the south side of the building at the intersection of Fifth Street and Elm Street, in downtown Cincinnati.

Over 3,400 parking spaces are located immediately surrounding the Center in metered street spaces, private flat lots and privately managed garages.

Updated Parking Map Coming Soon in 2025!

Planner Checklist

The below checklist and timeline are a guide to assist you during the planning process. Your event manager will provide you with several resources to help guide you through the process and answer any questions you may have.

8+ Months in Advance

- Upon the signing of your license agreement, and payment of your initial deposit has been received, an Event Manager will be assigned to your event.
- You will receive the Event Planning Guide – please review the entire guide to determine which rules and regulations; and any local code enforcements, which may affect your event.
- You will receive an Equipment and Labor Price list – this price list will be helpful as you are creating a budget for your event.
- Utility Services Price List – this ancillary price list will be an additional tool to assist you in budgeting for your event needs, as well as your exhibitors/vendors.
- A preliminary floor plan for exhibit space is due to your Event Manager for review and Fire Marshal approval PRIOR to selling exhibit space.
 - ☐ Floor Plan must include any requests and/or plans for usage of any pre-function space (i.e. Registration, boneyard, etc.).
 - ☐ Per Cincinnati Fire Code, all exhibit booths should include double back, pipe & drape with a minimum 2' electrical raceway.
- If your company or organization is tax-exempt, please submit the Ohio Department of Taxation *Sales and Use Tax Unit Exemption Certificate* form. This will assist your event manager in providing you with accurate estimates.

6+ Months in Advance

- Contact our exclusive Food & Beverage provider for menus and pricing.
- Contact our preferred AV vendor planning process and receive a cost estimate.
 - ☐ Notify our AV provider of any rigging requirements, banners or sign-hanging requests you may have.
- Provide any show management electrical/plumbing requirements to your event manager and receive a cost estimate.
- Provide your event manager with a preliminary event schedule and room specifications.
 - ☐ Please detail your move-in, event hours, and move-out schedule.
 - ☐ The specs should detail the proposed meeting room assignments, and equipment/setup requirements requested for each of your licensed spaces. (i.e. seating preference, staging, flags, easels, etc).
- Notify your event manager of the General Service Contractor (decorator) hired for your event and provide contact information.
- Receive Security Proposal – your event manager will present you with a preliminary security estimate (based on the estimated attendance and schedule of events submitted by you).
 - ☐ The security estimate will include a detailed plan for your event, with the cost associated with this service.
 - ☐ The estimate will also include required medical services, Cincinnati Police Department and Cincinnati Fire Department details. (if applicable)
- Send exhibitor kit to your event manager for review prior to publishing.
 - ☐ The Center's Exhibitor Services Manager will provide you with a personalized link, along with additional information to include in your exhibitor kit.

3-4 Months in Advance

- Provide your event manager with an updated event schedule and any requested changes to room specifications.
 - Your Event Manager will provide you with an updated estimate to reflect any deposits received, and changes based on the revised event needs.
- The Final Floor Plan must be submitted to your Event Manager to get approval from Fire Marshal. (if not done earlier)
- Submit Signage Plan to your Event Manager for review.
- Provide your Event Manager with any special key and anticipated room re-core requests.

1 Month in Advance

- Please submit your Certificate of Insurance to your Event Manager.
 - Required \$5 million per occurrence coverage under general liability with specific additional insureds listed.
- Send your Event Manager all Loading Dock requests (show management and service providers)
- Fire Specialist (Vehicle installation, cooking, smoke and haze, etc.)
- Special sustainability needs and cleaning/refresh request
- Schedule pre-convention meeting with Event Manager
- Schedule post-conference meeting with Sales Manager
- Food and Beverage Sampling Forms Submitted / Approved
- Provide your Event Manager with the Final changes or revisions to specifications and diagrams submitted, labor requests, etc.
- Digital Signage / Display Reader Boards specifications should be submitted to your Event Manager

10 BUSINESS DAYS PRIOR TO MOVE-IN

- Payment submitted to DECC for any remaining deposits and estimated event expenses
- Food and Beverage Minimum is met with your Catering Sales Manager

**** Failure to provide the information requested above by the established deadline may result in additional fees and labor charges as applicable.**

Guidelines, Information, Regulations

ADVERTISING

The Duke Energy Convention Center recognizes the need to promote your event outside of your contracted event space to direct or draw attendance. All requests for promotional and directional signage, outside of the contracted event space must be submitted for review to your Event Manager at least three months prior to the first scheduled move-in date. The Duke Energy Convention Center maintains the exclusive right to approve and charge a flat fee for all revenue-producing signage outside of any contracted event space. Revenue-producing signs or banners are those that derive revenue or value trade from a commercial or exhibiting company or corporation for advertising a product or service. For our offerings, please view our Show Management Advertising Guide and our Static Signage Guide.

ABANDONED PROPERTY

Abandoned property is any product and/or materials left behind by the Licensee, contractor, attendees, speakers, or exhibitors. Upon the expiration of the Event License Agreement, any product that has been left behind and/or not picked up will be considered abandoned property. We will make reasonable efforts to contact the owner of the property but reserves the right to dispose of property without liability. The Licensee shall be held liable for any fees incurred to discard abandoned materials.

AIRWALLS

Airwalls are in the following Center areas:

- Exhibit Halls ABC
- Cincinnati Ballroom AB
- Queen City Ballroom ABCD
- Meeting Rooms 101-104
- Meeting Rooms 201A-201D
- Meeting Rooms 205A-205B
- Meeting Rooms 210A-210C
- Meeting Rooms 211A-211B
- Meeting Rooms 221A-221B
- Meeting Rooms 230A-230J

Guidelines, Information, Regulations

AIRWALLS Continued...

The movement of the airwall is to be performed by the center's staff only. Airwall movement should be communicated to the Event Manager well in advance of the event move in. Any requests to open/close an airwall during an event, or last-minute requests to open/close an airwall may incur a labor charge and require the room to be empty. All event-related equipment, including audio visual equipment, must always be kept at least three feet from airwalls. Charges may apply if equipment is within three feet of the air wall.

AMERICANS WITH DISABILITIES ACT (ADA)

The Center is an ADA-compliant facility that provides accessible features throughout our meeting and event space. Passenger elevators are located at street level as well as wheelchair accessible ramps at both main entrances. We have an ADA lift for use with staging and risers for your speakers. Restrooms located throughout the Center are ADA accessible. Wheelchairs are available upon request and are limited in quantity. Please contact your Event Manager to discuss arrangements for guests with special needs.

AMUSEMENT RIDES

The State of Ohio defines "Amusement Rides" as an amusement ride or device, aquatic device or a combination of devices that carries or conveys passengers on, along, around, over, or through a fixed restricted course within a defined area for giving its passengers amusement, pleasure or excitement. "Amusement Ride" includes carnival rides, bungee jumping, inflatable rides, climbing walls and fair rides. All vendors wishing to operate Amusement Rides within the Center are required to obtain all necessary permits and licenses and are required to supply them to the Center's management team upon request.

Guidelines, Information, Regulations

The contact information for the Ohio Department of Agriculture Amusement Ride Safety Division is listed below:

Ohio Department of Agriculture
Division of Amusement Ride Safety
8995 East Main Street
Reynoldsburg, OH 43068-3399
Phone: 614.728.6280 | Fax: 614.728.6416

After-Hours Incident Report Line: 800.282.1955

Email: ridesafety@agri.ohio.gov

Website: <http://www.agri.ohio.gov/divs/rides/>

ANCHORING/DRILLING

Any anchoring or drilling into the exhibit floor or any other surface within the center is strictly prohibited.

ANIMALS/PETS

Service animals are permitted within the Center. However, non-service animals/pets are not permitted within the Center without proper approval by the Center's management. The requesting party is responsible for ensuring all proper permits and licenses are in place. This includes but is not limited to contacting the Board of Health for any applicable permits.

AUDIO VISUAL SERVICES

Audio-visual rental supplies and equipment may be coordinated through our preferred in-house A/V vendor. The DECC AV provider is located on-site and can provide an extensive line of audio-visual and production equipment and services. Trained technicians can assist you with an audio-visual package that will meet your event design and budget. Our in-house and preferred AV provider is the exclusive provider of rigging services. Please coordinate your event production needs and labor through our AV provider's on-site representative and your Event Manager. If a licensee hires an outside AV provider, it is the licensee's responsibility to provide the Audio-Visual Contractors Guide to your AV company.

Guidelines, Information, Regulations

BALLOONS

Helium balloons are not permitted in the Center. Should helium balloons be brought into the Center the Licensee will be charged a fee for the removal of balloons that rise to the ceiling.

BOX OFFICE

Events that have on-site admission charges and are open to the public are required to provide overall management of all box office services to include labor; materials; and arranging, supplying and managing a change fund.

Additional charges that may apply include ticket takers, turnstiles, security, and police (required). Your Event Manager can guide you through the process and provide an estimate of costs.

- Tickets: Please provide your Event Manager with a sample of each ticket type at least three days before the show moves in.
- Taxes: It is the responsibility of the Licensee to remit and pay all applicable taxes due regarding all ticket sales. Licensee must register and fill out an application with the City of Cincinnati Division of Finance – Treasury License Section located at 801 Plum Street, Room 202, Cincinnati, OH 45202. The phone number is (513) 352-3224 and email is treasury-license@cincinnati-oh.gov.

CABLING

No cables (telephone, internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown overhead. Ramps or cable trays are not an acceptable substitute. Contact your Event Manager as additional costs may apply.

Guidelines, Information, Regulations

CATERING (Exclusive)

Our Catering provider offers attendees a restaurant quality experience in a convention center environment while far surpassing their expectations. Our food & beverage team provides an environment where all team members are obsessive in their goal of “Winning One Customer at a Time.” We encourage you to contact your Catering Manager to start planning your food and beverage needs. As your single source for planning food service needs, your Catering Manager should be included in your site tour to provide valuable information on the possibilities available for your event.

The Center prohibits any outside food or beverages from being brought into the building, except by our exclusive food and beverage service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of our exclusive in-house catering provider.

Food and beverage sampling, in conjunction with specific exhibits may be permitted, but only if it is approved in writing, in advance by your Duke Energy Convention Center Catering Sales Manager.

In addition to written approval, the exhibitors must adhere to the following:

- Samples must be limited to four ounces for beverages and two ounces for food.
- Sampling of alcoholic beverages are not permitted unless approved in advance by our in-house Catering provider and Center Management. Arrangements for booth attendants and/or bartenders will be made by your Catering Manager accordingly.
- Exhibitors are permitted to display and give away individually wrapped bite size (quarter ounce) items such as candies or mints. If a party brings unauthorized food or beverage items into the Center and does not meet the sampling requirements, the party may be asked to remove the unauthorized items.

Please check with your Catering Manager for the exclusive beverage product sold within the Center.

The Center donates all surplus prepared food to organizations that help those in need. If there is an organization you would like to recommend, please let your Catering Manager know.

Guidelines, Information, Regulations

CLEANING (Exclusive)

The Center provides cleaning services for the Licensee and exhibitors on an exclusive basis. The Center will clean and maintain all common areas including lobbies, hallways, restrooms and will empty all Center-owned trash cans. The Center does not provide wastebaskets to exhibitors. Your Event Manager will provide you with a quote.

Mandatory cleaning services consists of:

- **Pre-Event Cleaning:** The costs associated with the cleaning of any space utilized for exhibit purposes from the time the event loads in until the time the event is open.
- **Post-Event Cleaning:** The costs associated with the cleaning of any space utilized for exhibit purposes from the time the event ends until the time move out is complete and the floor is returned to its original condition.
- **Dumpsters:** Licensee is responsible for the costs associated with removal of trash and recycling generated by your event. Your Event Manager will work with you to estimate the number of open top dumpsters required for your event and provide you with a quote. The Event Manager will also schedule this service on your behalf. Over the course of the event (move-in to move-out), a dumpster charge will be applied based on the number of dumpsters filled.
- **Show Aisle Cleaning:** Vacuuming of all aisle carpet or sweeping of non-carpeted aisles within your exhibit floor. Please see your Event Manager for details and pricing.

Recommended cleaning services:

- **Booth Space Cleaning:** Vacuuming the carpet within the exhibit booths as well as emptying wastebaskets. This charge is normally requested directly by the exhibitors via the online exhibitor portal. If show management would like to pay for this service on behalf of their exhibitors, please contact your Event Manager to make arrangements for this service.
- **Porter Service:** Wastebasket emptying throughout show hours as needed. Please note the Center does not provide wastebaskets for booths.

Guidelines, Information, Regulations

COAT CHECK (Exclusive)

Coat check services are available exclusively through the Center. There are several designated coat check locations throughout the building. The Center is not responsible for checked items left behind after the event. Any items left at the end of the event will be placed in our lost and found. Reasonable efforts to return items will be made; however, the Center reserves the right to discard these unclaimed items at any time. To inquire about any lost items please call our Command Center at 513.419.7325.

CONCESSIONS (Exclusive)

All food and beverage services are provided exclusively by our in-house Catering provider. Concessions, as well as food stations, are available on the show floor based on the attendance and location of your event. When laying out your booth space, please consider arranging food court or seating areas to properly meet the needs of your attendees. Please contact your Catering Manager or Event Manager to confirm arrangements for seating and food offerings.

CRATE/BONE YARD STORAGE

Bone yards are allowed within the Center with prior approval. Show management, on behalf of their General Service Contractor, is responsible for securing crate or bone yard storage areas for their event. Bone yards must be clearly marked on all applicable floor plans submitted by the GSC. The proposed bone yard location cannot block emergency access and egress, automated external defibrillators (AED), fire extinguishers or emergency exit signs. Bone yards must be kept neat and organized at all times. In any location, bone yard storage shall not exceed a height of 10 feet and shall have 10-foot aisles every 50-feet, as well as be pipe and draped. Crates must maintain a five-foot buffer from air walls and a three-foot buffer from other walls. Crates and other combustible shipping and packing materials may be stored on the loading dock within trailers or in designated preapproved interior dock locations.

DAMAGES

Any damages to the Center should be reported immediately to the Event Manager. Show Management is responsible for any damages to the Center beyond normal wear and tear. Clients are encouraged to schedule a pre- and post-event walk-through with the Event Manager to verify the condition of the Center. The Center will repair any damages that take place however, the Licensee is financially responsible for building damages incurred during the length of the license agreement.

Guidelines, Information, Regulations

DRAYAGE

The General Service Contractor is responsible for providing all drayage (e.g. unloading, loading and delivery of equipment) associated with your event. If there is no general service contractor, Licensee must make other drayage arrangements. Please contact your Event manager for more details.

DRONE POLICY/UNMANNED AERIAL VEHICLES

The operation (flight) of any drone/unmanned aerial vehicles at the Center whether indoors or outdoors is prohibited unless permission is granted in advance in writing by ASM Global management. In the event permission is granted by ASM Global management and the City of Cincinnati, there are rules and regulations that govern use both inside and outside the Center.

Please see your Event Manager for more information for the rules and regulations regarding the use of drones/unmanned aerial vehicles at the Center. Static drones are permitted to be displayed within exhibit space without prior approval by ASM Global management.

ELECTRICAL/UTILITIES (Exclusive)

Electrical services for the needs of events are provided exclusively through the Duke Energy Convention Center. All electrical equipment must meet applicable National Electric Codes and City of Cincinnati code requirements. Electric fixtures and fittings must be UL listed and properly marked. Terms and conditions governing electric work are listed within the online Exhibitor Services and the Exhibitor Ordering Kit. For more information, please contact your Event Manager.

Utility services such as plumbing; including water, drain, and compressed air, are also provided exclusively through the Duke Energy Convention Center. Order Forms are included on the online Exhibitor Services portal. Please contact your Event Manager for additional information.

ENGINEERING/UTILITIES (Exclusive)

Our Engineering department ensures that the heating, ventilation and air conditioning (HVAC) systems, as well as the permanent overhead lighting and other critical systems, are functioning properly to serve the needs of your event. Full lighting, heating or air conditioning are made available during your event hours only. If additional utilities are requested during load in/out times additional costs may apply. Please see your Event Manager for more information.

Guidelines, Information, Regulations

EQUIPMENT LIST AND RENTALS

A listing of the Center's standard equipment inventory can be provided upon request. The Center will make its best effort to accommodate the needs of all events, although equipment is available as inventory permits. The costs for supplemental equipment may vary based on quantity and availability.

ESTIMATED INVOICE

Your Event Manager will provide you with an estimate of charges after all your event requirements have been received. We require 100 percent of the estimated charges placed on the statement to be received ten (10) days prior to the first day of move in for the event.

EVENT MANAGER

Following the execution of the license agreement and receipt of the initial deposit, the Center will assign an Event Manager to work with you on the planning and implementation of your event. Your Event Manager will be your principal point of contact for all your operational needs. His/her goal is to be responsive, effective and innovative in helping you to transition your event into the facility. The Event Manager will assist in putting you in contact with our service providers including Catering, Exhibitor Services, IT, and our in-house AV partner. Please communicate regularly with your Event Manager during the planning process to ensure the successful production of your event.

EMERGENCY OPERATING PROCEDURES

The purpose of the Emergency Operating Procedures is to establish plans for the management of various emergency conditions, which may occur within the Center. The Center will exercise the authority necessary to ensure the safety and best interest of the public. These efforts will be coordinated with emergency response services and show management. In the event of an emergency, it may become necessary to evacuate a portion or all of the facility following the established emergency procedures. In the event of an emergency, prompt notification is essential to minimize injury and/or damage.

All emergencies should be channeled through our 24-hour Security Command Center by calling 513.419.7325.

When reporting an emergency, please give the following information:

- Location
- Nature of the emergency
- Number of persons involved
- Nature and extent of injuries, if any
- Any other information that may be helpful for responding emergency crews

Guidelines, Information, Regulations

EXHIBITOR SERVICES (Exclusive)

The Center is the exclusive provider of the following service: utilities, (electrical, plumbing services, compressed air, or any other utility necessary for the event), cleaning, security, set up/tear down of Center-owned equipment, telecommunications (voice, data, internet, fiber, Wi-Fi, cable television), food and beverage, coat check, and rigging services. Services can be purchased through the online portal. Please visit our exhibitor resources page on the website for a copy of our Exhibitor Services Guide.

EXHIBITOR AND SHOW MANAGEMENT WORK RIGHTS

Exhibitors and Show Management, using their own full-time staff, may perform the following work in their booth of any size:

- Setting up and dismantling of exhibits or displays owned by the exhibitor or show management with the use of hand tools – power or otherwise.
- Assembling and disassembling their own products, materials, machinery or equipment. Installation of exhibitor owned signs, graphics, props, or decorative items not flown, rigged or attached to any Center structure.
- Setting up of exhibitor drapery including the skirting of tables.
- Delivering, setting up, plugging in, interconnecting and operating show management or exhibitor computers, audio-visual devices and other equipment.
- Exhibitors/show management can self-unload Privately Operated Vehicles (POVs) in designated area(s) within the loading dock using full-time employees operating non-motorized lift or material handling equipment. The loading/unloading of non-POVs in the dock area should be performed by the General Service Contractor.

FIRE AND SAFETY REQUIREMENTS

Listed below are some of the more common key items regarding the rules and regulations of the building:

- **Display Vehicles:**
When exhibiting motor vehicles inside the Center, the following requirements must be abided by:
 - ☐ Disconnect the battery
 - ☐ Reduce the amount of gas to ¼ tank of gas, or less
 - ☐ Lock or taping shut the gas cap
 - ☐ Use of a drip pan under the vehicle's engine
 - ☐ Avoid all carpeted areas unless approved in advance by your Event Manager and appropriate protection measures have been implemented.

Guidelines, Information, Regulations

FIRE AND SAFETY REQUIREMENTS Continued...

▪ **Cooking:**

The Cincinnati Fire Department may require a test of all cooking equipment prior to the opening event. Additional requirements include:

- ☐ Food Trucks are required to submit a Temporary Cooking Operation application.
- ☐ Food producing grease-laden vapor is prohibited.
- ☐ Propane cooking is not permitted inside the Center.
- ☐ All cooking devices shall be isolated from the public by at least 4ft. or with a barrier between the device and the public.
- ☐ All materials used in the construction or decoration of any booth used for cooking operations shall be inherently flame retardant or have been treated with an approved flame-retardant product.
- ☐ All temporary food service operation booths shall be constructed in a manner to allow for immediate accessibility and unobstructed means of egress free of impediments to full instant use in the case of fire or other emergency.
- ☐ A 20-pound BC rated fire extinguisher located in the booth.

▪ **Multi-Level Booths:**

- ☐ A detailed scaled plan must be submitted to the Center for review and must demonstrate that the plan is safe for its intended use and has been reviewed and approved by a registered structural engineer. Such approval shall include appropriate signature or stamp, show name, and dates, directional information and exhibit dimensions.
- ☐ Exhibitors must post maximum occupancy for the second level at the base of the structure as well as all applicable safety/egress codes, exit signage and size of stairwells.
- ☐ Battery operated smoke detector with audible alarm must be installed in the exhibit booth.
- ☐ A 20-pound BC rated fire extinguisher must be installed inside the booth and readily visible.
- ☐ Must be approved by Cincinnati Fire Department.

▪ **Covered Exhibits:**

- ☐ A portable fire extinguisher must be mounted in a visible location for any covered structure.
- ☐ Materials or decor must be made of non-combustible materials and a certificate of treated materials must be presented upon request.
- ☐ Battery operated smoke detector with audible alarm must be installed in the exhibit booth.
- ☐ A 20 lb. BC rated fire extinguisher must be installed inside the booth and readily visible.

Guidelines, Information, Regulations

FIRE AND SAFETY REQUIREMENTS Continued...

- **Open Flame:**

The use of open flame devices is not permitted within the Center. The following devices may be permitted upon prior written approval from the Cincinnati Fire Department or the Center:

- ☐ Sternos
- ☐ Butane/propane single burners using no more than a one-pound canister.

- **Floor Plan Layouts:**

The exhibit area requires:

- ☐ Open emergency exits. Exhibits and/or equipment are not permitted to block exits.
- ☐ 10-foot clearance around all emergency exits with clear unobstructed access.
- ☐ 20-foot clearance from main entrance/exit.
- ☐ Crate storage in designated and approved area(s).
- ☐ Final plans must be received for review at least one month prior to the event date. Once received, your Event Manager will have plans reviewed for approval.
- ☐ Plans submitted must include the following:
 - CAD format sent to Event Manager in PDF to scale.
 - Aisle size and locations, service aisles, mandatory emergency egress aisles.
 - Exit signs, fire extinguishers, hoses, AED locations and utility floor ports.
 - Exhibit booths, General Service Contractor booths, food stands/bars, registration area, bone yard, and service desks.
 - Pipe and drape lines, baffles and perimeter lines.
 - Name of event, general service contractor, load in, open and load out day(s) of event.

- **Compressed Gas:** The use of compressed gas is permitted within the Center with prior approval by the Fire Department under the below conditions:

- ☐ Forklifts are permitted to use propane tanks within the Center during load in and out days as long as they are properly secured and have been properly inspected prior to and after use each day.
- ☐ Propane tanks on forklifts must be removed from the Center during all show open hours and stored outside within the approved propane storage location. A maximum of one propane tank may be left on one forklift in case needed during show hours for any reason.
- ☐ Cylinders are limited to one-pound capacity and a booth may only contain one cylinder at any one time.
- ☐ Propane tanks must be stored outside of the facility in the designated area located at the West end of the loading dock.

Guidelines, Information, Regulations

GENERAL SERVICE CONTRACTORS

The Center has developed working relationships with many General Service Contractors (Show Decorators) who are interested in providing services for trade and consumer shows hosted in our facility. Please contact your Event Manager for a list.

GLITTER/CONFETTI

The use of glitter, confetti, sand, or simulated snow types of material are NOT permitted in the Center without prior approval from your Event Manager. If your request is approved, an additional cleaning cost may apply, and/or a fire detail may be required at a cost to the Licensee. Additionally, adhesive-backed decals (stickers) may not be given away or utilized as promotional items. Any costs incurred by the Center for the removal of these items will be charged to the Licensee.

GRATUITIES

It is against The Duke Energy Convention Center/ASM Global policy for any employee to accept gratuities or gifts from Show Management, Exhibitors or Attendees.

GREEN EFFORTS

The Center's comprehensive sustainability plan includes the following

- **Low Flow Water Systems:** The design includes significant water reduction systems such as low-flow washroom fixtures and the processing of lower water loads in sinks throughout the facility.
- **Transportation:** We encourage and embrace the usage of alternate transportation. There are efficient and nearby connections to Metro and Tank bus routes, offering service in the Greater Cincinnati area and Northern Kentucky. We are also located within walking distance of ____ hotels, making it easy for attendees to walk to and from their event. In addition, there are (2) Red Bike Stations just outside the center on the north and south ends of the Elm Street Plaza.
- **Water Refill Stations:** Eco-friendly water refill stations are strategically placed throughout the Center to help reduce the need for more plastic water bottles. These stations are located throughout the building on every level: one inside each of the exhibit halls, level 1 elevator landing, outside meeting rooms 208, and 311.

Guidelines, Information, Regulations

GREEN EFFORTS Continued...

- **Single Stream Recycling:** We are committed to recycling, reducing and reusing as many products as possible. We work together with our employees, vendors, customers, partners and visitors to minimize our collective impact on the environment.
- **Organic Food Waste Recycling:** The installation of digester system allows us to divert our food scraps from landfills by grinding, storing and removing for conversion to electricity and compressed natural gas. Unused food is donated to local food banks and other non-profit organizations when possible.
- **Solar Panels:** The convention center roof holds (773) AC 312 Kw output Solar Panels.
- **Equipment/Products:** All departments and partners of the Center use green products whenever possible. Our housekeeping staff uses green certified soap and eco-friendly paper products in our public restrooms. They also use a PathoSans Cleaning System that utilizes on-site chemical generators to produce PathoClean & PathoCide to create a safe, non-toxic, environmentally friendly cleaning solution.

Show managers are encouraged to do their part and help contribute to the recycling program. Below are ways you can help:

- When possible, encourage attendees to walk or bike to and from the facility or utilize available mass transit options.
- Encourage attendees and exhibitors to place all recyclables in the correct bins.
- Use our eco-friendly water refill stations to fill water bottles located in the exhibit halls, level 1 elevator landing, outside meeting rooms 208, and 311.
- Turn off lights in meeting rooms if you are the last one there for the day.
- Utilize energy efficient hand dryers within the restrooms instead of paper towels.
- Use recyclable badge holders and collect from exhibitors and attendees at the end of the event to be recycled.
- Encourage exhibitors to donate items. Ask your Event Manager about our donation program and how you may be able to donate left over items to various non-profit organizations in the Cincinnati Region.

Guidelines, Information, Regulations

HAND CARRY POLICY

The Center reserves the right to restrict all freight and package deliveries to the loading dock. The Center's Public Safety personnel will be on-site to direct exhibitors during move-in and move-out. For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock unless approved in advance by the Center. The Licensee and its exhibitors will be allowed to hand carry items in or out of the main entrances (Elm Street entrances at the corner of 5th St or 6th St) without having to access the loading dock. Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment. No parking is allowed at the main entrances of the facility. The use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel. Bellmen from surrounding hotels are permitted to transport packages on carts into the building.

HOUSE PHONES

House phones are in public spaces throughout the building. House phones cannot be used to make outside calls. In the event of an emergency please dial extension 7325 and you will be directed to our 24-hour Command Center. A Public Safety officer will assist you and call 911 if necessary.

HOUSE SOUND

The preferred in-house A/V vendor is the exclusive provider for the use of the in-house ceiling speaker sound systems. All other A/V companies must bring in a stand-alone speaker system or patch into the house sound for a fee.

INSURANCE

All Licensees and their subcontractors are required to carry insurance. Licensee must provide a Certificate of Insurance evidencing the required limits, coverage dates and specific additional insured wording required to the Center for review and approval at least 30 days prior to the event as per the Event Licensee Agreement. If the Licensee fails to provide approved proof of insurance, the Center reserves the right to order insurance at the expense of the Licensee. The specific limits required and additional insured' wording can be found in your License Agreement.

Guidelines, Information, Regulations

INTERNET

The Center is the exclusive provider for wired and wireless internet services.

- **Free Wireless:** Free wireless internet is available in all common areas within the building such as the concourses and pre-function lobby. This service has limited bandwidth and is provided as a convenience to the casual user looking to check emails and perform basic tasks.
- **Basic Premium Wireless:** The Center offers Basic and Premium level wireless service options for exhibitors, show managers or attendees. Your Event Manager can provide details and pricing.
- **Wired:** Hardwired Internet is available throughout the exhibit floor, meeting rooms and common areas. The Center strongly recommends a hardwired connection for all "mission critical" applications such as registration, credit card processing and high data volume presentations. Please see your Event Manager for details.

IDENTIFICATION

The Center requires its staff and business partners to wear photo identification badges at all times. We also require show staff, exhibitors, show attendees, service contractor and all employees of the services you contract with to wear ID badges at all times while within the Center. Your Event Manager will ask you for a badge/ID plan to present to our security team servicing your event. Public ticketed events may require a hand stamp, wristband, etc. for re-entry.

Any outside contractors working in the building must check in at the Command Center to sign in and receive a wrist band for the day.

KEY CARDS

Key cards for meeting rooms are provided at no charge to clients. The Center offers the flexibility to control (restrict) access to one or more rooms. Upon request, we will provide keys to a limited number of meeting rooms. A lost key card fee will apply in the event any of your key cards are not returned to your Event Manager.

Request to re-core a hard lock will incur a charge.

Guidelines, Information, Regulations

LOADING DOCK

The loading dock is located on the 6th Street side of the Center. The entrance to the dock is located on the left-hand side of 6th Street just prior to the traffic light at Plum St. The loading dock is staffed 24 hours a day and monitored from our onsite command center.

The loading dock is enclosed and features 17 dock bays. If you require the use of the loading docks for move in/out, please provide your Event Manager with all information regarding your loading dock activity. Based on your needs, Center event security will be necessary to enforce parking rules, traffic control, freight elevator operation, POV's and to provide direction. Your Event Manager will include these costs in your event estimate. The General Service Contractor is responsible for managing all decorator freight trailers on the dock and is responsible for accepting all show-related shipments. The Center does not accept any event related deliveries.

Guidelines, Information, Regulations

LOST AND FOUND

The Center's lost and found can be reached at 513.419.7325. While the Center will attempt to hold lost and found items to be returned to their rightful owners, the Center reserves the right to discard any lost and found items at any time.

MARSHALLING YARD

The Duke Energy Convention Center does not have an onsite marshalling yard. With notice, we can attempt to secure an area for use if available. Show management and their designated General Service Contractor are responsible for submitting a marshalling plan for Center review. Please contact your Event Manager for additional details.

MEDIA & MARKETING SERVICES

If you represent a media outlet seeking further information about the Center or if you wish to cover any of our events, we are happy to provide expert assistance. Please reach out to Bob Louis, Director of Sales and Marketing, for additional information at bob.louis@asmcincinnati.com.

MEDICAL SERVICES

To keep your event staff and attendees safe the Center offers on-site EMT's or Paramedics through Tri-Health. Events of 500 attendees per day, or more, will require an EMT or paramedic on site. The EMT or Paramedic is required to be onsite prior to your event and 30 minutes after the event hours, with a (4) hour minimum. Athletic events or events with a large number of children will require an EMT or Paramedic regardless of the number of attendees. Paramedics can be ordered through your Event Manager. They can also provide you with pricing.

MEDICAL WASTE

Any hazardous waste disposal and cleanup must be approved prior to move-in. The Center does not handle the disposal of medical show waste, but your Event Manager can assist you in planning with the appropriate provider. Standard rates will apply. Sharps need to be in red containers and clearly labeled as such, to avoid being disposed of in our regular trash pickup. Please DO NOT leave needles and sharps boxes unattended.

Guidelines, Information, Regulations

MOTORIZED VEHICLES

Unless approved by your Event Manager in writing, motorized vehicles/equipment are not permitted on any carpeted area of the Center, including any of the Ballrooms and pre-function spaces. This includes but is not limited to display vehicles and forklifts. Exceptions will be made for scissor lifts used for rigging, which is done exclusively by our in-house provider.

NOISE LEVELS

The Center reserves the right to require any group whose noise levels disturb another group within the facility to reduce their sound to a reasonable level that does not disturb any other group. If you feel that your event will have high noise levels at any time (including bands, loud music for dancing, shouting, singing or other noise), please plan with your Sales Manager and Event Manager to ensure that no other group will be near your event. The Center is not responsible for any losses or damages associated with sound level requirements.

PARKING

The Center does not directly manage any of the surrounding parking garages; however, there are plenty of covered parking options for your event. Please contact your Event Manager to obtain the management information pertaining to the adjacent and surrounding parking options.

The garage located at the north entrance of the Center at 6th and Elm provides 753 parking spaces and open 24/7. There are also an additional 2,600 surface lot and garage spaces within walking distance of the Center.

POLICE

Ohio certified Police Officers are the only armed security personnel permitted within the Center unless otherwise approved by the Center in advance. Arrangements for their services may be made through your Event Manager and our Public Safety Department. Police presence is mandatory for all family-friendly events.

PRIVATELY OPERATED VEHICLES (POV'S)

Exhibitors and show management are permitted to load/unload their materials from their vehicles within the designated POV area, designated by the Center, under the following guidelines:

- The vehicle's trailer storage/cargo area is no longer than 12' in length.
- The use of motorized material handling equipment is prohibited. Hand carrying items and the use of two and four-wheel dollies is permitted.

Guidelines, Information, Regulations

PRIVATELY OPERATED VEHICLES (POV'S) Continued...

- As a courtesy to fellow exhibitors, the Center will permit up to 20 minutes for unloading within the designated POV area. Requests for additional time must be authorized by the Event Manager.
- Vehicles to be loaded/unloaded should remain in the loading dock and should not be driven onto the exhibit floor unless prior approval has been given through the Event Manager. If show management and/or exhibitors require assistance or the use of dock height loading/unloading, this work should be performed by the General Service Contractor's personnel.
- Third party contractors will be allowed to perform their own loading/unloading from the designated POV area without the use of motorized lift equipment or motorized material handling equipment.

PROHIBITED ITEMS

ALL ITEMS, including jackets and bags may be subject to search upon entry. Guests that elect not to consent to this screening will be denied entry. The following items are prohibited inside the Center:

- Weapons
- Laser Pointers
- Food and Beverage
- Animals (Service Animals are permitted)
- Pyrotechnics
- Drones/Unmanned Aerial Vehicles
- The use of tobacco products (including vapor and e-cigarettes)
- Air Horns, Noise Makers or Fireworks
- Skateboards, Bicycles, Roller Skates, Segways and Hoverboards (other power-driven mobility devices are permitted as per ADA Requirements)
- Any items affecting the safety of guests or show participants

*The above list is not a comprehensive list and is subject to change.

PUBLIC SAFETY AND EVENT SECURITY (EXCLUSIVE)

Public Safety

The Center maintains an extensive in-house security operation. Our trained Public Safety personnel maintain 24-hour security coverage for the Center's perimeter areas, internal corridors and life safety alarm system. Building security will also open and secure exterior and interior non-event space access doors and monitor internal traffic flow.

Guidelines, Information, Regulations

PUBLIC SAFETY AND EVENT SECURITY (EXCLUSIVE) Continued...

The Security Command Center, located on Level 1 near the dock entrance, administers and manages all public safety/security systems and procedures. All incidents should be reported to the Public Safety Manager immediately. Following notification of any incidents, Public Safety staff members will initiate appropriate reports and investigations.

All incident reports completed by the Center are internal documents and will not be released.

Event Security

The rental of space does not include costs associated with Event Security. The Center provides Event Security personnel on an exclusive basis. Services available include overnight security, badge checkers, ticket takers, etc. Certain mandatory posts are required during move-in, event hours and move-out.

The Center's Public Safety Department along with your Event Manager will develop a comprehensive, cost-effective event security plan catered to your specific event needs. For costs associated with Event Security please contact your Event Manager.

Recommended Posts

- Move In/Out Day(s)
 - ☐ Loading Dock: Responsible for monitoring and maintaining the load in/out activities to ensure the building safety policies and procedures are being upheld within the loading dock. Additional guards are required for shows with a large amount of POV's
 - ☐ Overnight: Responsible for securing the exhibit hall after working hours.
- Event Day(s)
 - ☐ Badge Checker: Responsible for ensuring only authorized attendees, staff, requests and exhibitors are permitted on the exhibit floor during the hours requested.
 - ☐ Ticket Taker: Responsible for the taking of tickets during public events.
 - ☐ Overnight: Responsible for securing the exhibit hall after working hours. This is required when there are any exhibitor materials/crates within the facility.
 - ☐ Floor Roamer: May be required for events with high attendance, competitions or other special events that dictate a need for security to be present for crowd control purposes.

Guidelines, Information, Regulations

PUBLIC SAFETY AND EVENT SECURITY (EXCLUSIVE) Continued...

Mandatory Posts

These posts are required for events taking place within the Exhibit Halls and in some cases, Cincinnati and/or Queen City Ballroom events:

- Move In/Out Day(s)
 - Exhibit Floor/Overhead Dock Door: Responsible for monitoring and maintaining the load-in activities to ensure the building safety policies and procedures are being upheld within the exhibit floor.
- Event Day(s)
 - Entrance Guard/Greeter: Responsible for monitoring building entrances. They're stationed at all main entrances of the facility. To have an entrance open, an Entrance Guard needs to be in place.
 - Emergency Exit(s): Responsible for ensuring these areas are kept clear and only accessed by authorized personnel.

Staffing levels and additional posts will be at the discretion of Center Management as deemed appropriate after carefully considering the nature of the event. Final decision rests with the Center regarding security coverage for your Event. Listed below are some further guidelines and security posts.

Additional security positions that may be required include but are not limited to:

Supervisors

One (1) Supervisor is required for every five (5) event guards on duty. The Supervisors will ensure that all guards are on post, following instructions and give breaks to guards as needed.

Escalators Guard

May be required for events requiring the use of elevators for load-in/load-out of exhibit materials. This position directs any exhibitors transporting materials that could damage the escalators to use the nearest elevator. In addition, this post may be required when the demographics and/or the nature of the event poses increased risks involving the use of escalators (i.e., children, pets, etc.).

Freight/Passenger Elevator

Required for events requiring the use of freight/passenger elevators for the load-in/load-out of materials.

Guidelines, Information, Regulations

PUBLIC SAFETY AND EVENT SECURITY (EXCLUSIVE) Continued...

Traffic Detail

May be required at the main entrances (5th & Elm St, or 6th & Elm St) to control the flow of vehicular and pedestrian traffic. A traffic may also be required during loading/unloading for some events. Traffic detail for simultaneous events may be prorated. Please discuss with your Event Manager in advance.

Paramedic/ EMT See details listed on page 30

Police Officers See details listed on page 31

Event Security services will be provided under the following guidelines:

- Four-hour minimum per guard per day
- For every five security positions (per day) a security supervisor is required.
- 72-hour notice is required for last-minute changes and cancellations.

PRE-CONVENTION MEETING

Pre-convention meetings are held at the request of Show Management. This is an excellent opportunity to address last-minute planning items. It will also give everyone involved in the planning and servicing the event the opportunity to put faces to names. Your Event Manager will arrange the meeting if deemed necessary.

RADIOS

The Event Manager will be able to access all in-house service providers of the Center immediately by two-way radio, including Public Safety Services. Radios are available for rental during your event for a fee. Please contact our in-house AV provider for details. Please notify your Event Manager if you plan to bring in your own event radios.

RECORDED/LIVE PRESENTATIONS

The Licensee is responsible for all fees due to ASCAP (The American Society of Composers, Authors and Publishers); BMI (Broadcast Music, Inc.), SESAC Holdings, etc. for recorded or live musical performances.

Guidelines, Information, Regulations

RENTAL FEES

The details of what is and is not included within your rent as part of your License Agreement is detailed below. All Center equipment is subject to available inventory and affected by concurrent users.

INCLUSIVE OF RENT

- Meetings/General Sessions held within Meeting Rooms and/or the Ballrooms:
 - One standard set per room (theater, classroom, conference, hollow square, banquet, u-shape) includes one 6' covered head table with two chairs, one 6' covered registration table with two chairs, and one lectern.
 - Ability to display limited event information on digital display screens located outside of meeting rooms. See your Event Manager for the digital signage policy.
 - House lighting, heating or air conditioning during show hours. Levels maintained at a reasonable temperature during move in/out.
 - Access to convenience electrical outlets from wall receptacles inside meeting rooms. Any sets that require power distribution will incur a fee.
 - One room refresh per day (straighten seating, empty trash cans, light sweeping and clearing trash from tables).
 - Four complimentary 20-amp services within your designated registration area.
- Exhibit halls for Trade Shows/Exhibits:
 - House lighting, heating or air conditioning during show hours. Levels maintained at a reasonable temperature during move in/out.
 - The Center will provide show management with a broom swept clean floor prior to their move in. During the event, the operations department will maintain all public and event common areas including, lobbies, hallways, restrooms meeting rooms and Center-owned trash cans placed within the exhibit floor.
 - Four complimentary 20-amp services within your designated registration area.
 - 24 hour building security monitored from a central command area.
 - 1,000 complimentary conference chairs for a general session held within an exhibit hall in cases where full rent is paid.
- Lighting/heating/cooling beyond service included within rent.
- Pre/Post show cleaning. See page 18 for a description of this service.

Guidelines, Information, Regulations

NON-INCLUSIVE OF RENT

- Additional building equipment inventory beyond what is provided as part of rent (i.e. tables, chairs, etc.)
- Any inventory requested for an exhibit hall event is subject to a fee.
- Show aisle cleaning and booth cleaning.
- Open top dumpsters and additional compactors required for additional cleaning and bulk trash removal.
- Labor charges for event personnel including operations, housekeeping, security, police, EMT's, fire personnel, IT, engineering, coat check attendants, etc.
- Utility services including electrical, plumbing, etc.
- Service providers including audio-visual and/or food and beverage.
- General Service Contractors.
- Meeting room changeovers requested, as determined by the Center. However, clients will not be charged for a meeting changeover if space is being changed to accommodate a meal function.
- Advertising or sponsorship placed on digital signage or other areas outside of contracted space.

RIGGING RULES AND REGULATIONS (EXCLUSIVE)

Rigging includes anything attached to the building structure and hanging overhead, for example, overhead objects, signage, truss and lighting. Our in-house AV partner is the exclusive rigging service provider at the Center. Floor plans and specifications (weight loads, etc.) must be submitted to our in-house AV provider and the Event Manager for written approval. The jurisdiction of the Center's Exclusive Rigging Service Provider, is briefly summarized as follows:

Guidelines, Information, Regulations

RIGGING RULES AND REGULATIONS (EXCLUSIVE) Continued...

- Exhibit Halls A, B, C:
 - The Center's in-house AV provider is the exclusive provider of aerial rigging in the exhibit halls, including provision and operation of aerial lifts.
 - Rigging is to be done as close to the pre-installed rigging points as possible and only from the structural steel, not from any duct work or sprinkler piping.
 - Each point varies and can support a maximum vertical load of 1,000 lbs. – 3,000 lbs. Our in-house AV provider can provide you exact weight capacities with a custom rigging plot based on your event needs. No rigging may be hung from the high steel unless approved in advance by the Center in writing.
- Cincinnati Ballroom A, B:
 - Our in-house AV provider is the exclusive provider of all aerial rigging in the Cincinnati Ballrooms, including provision and operation of aerial lifts.
 - All equipment must be assembled and attached by our in-house AV provider on the ground and/or in the air.
 - Each point can support a maximum vertical load of 2,000 lbs. (concentrated).
- Queen City Ballroom A, B, C, D:
 - The Center's in-house AV provider is the exclusive provider of all aerial rigging in the Queen City Ballrooms, including provision and operation of aerial lifts.
 - All equipment must be assembled and attached by our in-house AV provider on the ground and/or in the air.
 - Each point can support a maximum vertical load of 1,000 lbs.
- Lobbies and Pre-function Areas:
 - Signs weighing 75 lbs. or less can be hung in designated areas throughout the Center upon receiving advance approval in writing by the Center.
 - Our in-house AV provider can work with Show Management to advise on available rigging locations. Locations must be pre-approved by your Event Manager.
 - Rigging installation should not block any existing digital signage.
- Meeting Rooms:
 - Rigging is not permitted in any meeting room.
 - Signs/banners can be displayed through ground supported crank-ups.
 - Ground supported crank-ups are not exclusive to our in-house AV provider but must be inspected by our in-house AV provider employee once installed.

Guidelines, Information, Regulations

ROOM SETS

Capacities

- Maximum capacities for meeting facilities are provided on page 7 of the Event Planning Guide.
- The numbers listed reflect the maximum amount of seating allowed in each room.
- Capacities decrease with the addition of staging, dance floors or audio/visual equipment. Check with your Event Manager to confirm room capacities prior to preparing room specifications for your event.

Set-ups

- A one (1) time basic set-up is included in the rental of all meeting rooms. You may choose between theater, classroom, conference, hollow square, U-shape or banquet style (72" round) tables. Unique seating requests may incur an additional labor fee (chevron, in-the-round, etc.)
- Also, included in the rental:
 - ☐ Use of a lectern
 - ☐ (1) Six-foot covered head table with two chairs
 - ☐ (1) Six-foot covered registration table with two chairs
- Any additional equipment such as skirting, tablecloths, staging or tables can be provided to you for an additional charge. Please contact your Sales or Event Manager for a listing of all equipment. Any unscheduled changes in the set-up during your event will result in an additional charge.

Exhibit Halls

- Any furniture being used in the exhibit hall should be that of the General Service Contractor. If building furniture/equipment needs to be used, additional costs will be incurred. Exceptions will be made of any food service areas on the exhibit hall floor. Consult your Event Manager for details.

SIGNAGE

We recognize the need to promote your event outside of your contracted event space to direct or draw attendance. All requests for promotional and directional signage, outside of the contracted event space must be submitted for review to your Event Manager at least three months prior to the first scheduled move-in date.

Guidelines, Information, Regulations

SIGNAGE Continued...

Please review the guidelines and policies regarding location, type, size and number of signs and banners.

- All sign/banner placement requests for common areas must be approved by Center Management prior to placement. This can be done by submitting a Signage Plan to your Event Manager at least three weeks in advance of your move-in date.
- Walls, floors, ceilings or other areas of the facility or its furnishings or fixtures are not to be painted or have permanent coverings applied.
- Signs, decorations and related materials may not be taped, wired, tacked, stapled, nailed or affixed in any manner to painted surfaces, columns, handrails, fabrics or decorative walls in the Duke Energy Convention Center. Applicable cleaning fees will be applied.
- Permanent Center signs, banners, etc. may not be blocked or covered in any manner. Temporary signs may not be attached to permanent center signage.
- Decals or window clings must be a 3M low tack product and must be tested and approved at least 30 days in advance of the event.
- Clings installed directly on exhibit floor surface or other designated areas are strictly prohibited unless approved in writing in advance by your Event Manager.
- A fee per location will be charged if decals damage any building surfaces or if decals are not removed at the end of the event.
 - ☐ Additional charges may apply to repair any damage caused by signage or decals.
- The Center maintains the exclusive right to approve and charge a flat fee for all revenue-producing signage outside of any contracted event space.
 - ☐ Revenue-producing signs or banners are those that derive revenue or value trade from a commercial or exhibiting company or corporation for advertising a product or service.

SITE VISITS

If prospective clients are interested in event space, they can arrange a site visit with one of our Sales Managers. A member of the Event Services team can be made available as well as any requested service providers such as IT, audio visual and catering.

Guidelines, Information, Regulations

SMOKING POLICIES (INCLUDING E-CIGARETTES)

The Center is a smoke-free campus. In accordance, smoking is prohibited within 50 feet of any entrance door to the Center. The loading dock and driveway areas are considered part of the Center and are designated as smoke free.

SOLICITATIONS

No solicitations or collections shall be made in the Center, whether for charity or otherwise.

TAXES

The Licensee is responsible for all applicable State and local taxes, including but not limited to state sales tax and any other taxes. In the event the Licensee is holding tax exempt status, they must present a tax-exempt certification to the Event Manager at least 30 days in advance, otherwise taxes will be charged.

Any entity, event or exhibitor conducting business during the event must also follow all the taxation rules and regulations applicable. All clients, as well as exhibitors and/or other vendors, conducting sales during an event, are responsible for obtaining the appropriate business license(s) and paying applicable state and local taxes.

For your convenience, we have listed some of the licensing entities below.

State Tax & Licensing

Ohio Department of Taxation
P.O. Box 530
Columbus, Ohio 43216-0530
www.tax.ohio.gov

County Tax & Licensing

Hamilton County Auditor
Attn: Vendor License
138 East Court St., Room 304
Cincinnati, OH 45202
www.hamiltoncountyauditor.org

Admissions Tax

Treasury License Section
City of Cincinnati
801 Plum St., Room 202
Cincinnati, OH 45202
(513) 352-3224
www.cincinnati-oh.gov/finance/admissions-tax

Guidelines, Information, Regulations

THE BUSINESS CENTER

Located onsite within the Center is The Business Center, a full-service business center open Monday through Friday from 7:30 am to 6:30 pm and Saturday from 10 am to 2 pm. The store offers a wide range of products and services including but not limited to shipping/packing, business services, printing (small and large format), copying, mailbox, shredding, office supplies and notary. Hours subject to change based on building occupancy.

WATER SERVICE

Water bubblers or head table water service can be arranged through your Catering Manager.

WEIGHT LOADS (FLOOR)

- Exhibit Hall = minimum of 350 lbs. per sq. ft.
 - Floor load limits vary in Hall A – your Event Manager will provide you with the specific capacity limitations for this space.
- Cincinnati Ballroom = 150 lbs. per sq. ft.
- Queen City Ballroom = 150 lbs. per sq. ft.
- Meeting Rooms = 125 lbs. per sq. ft.
- Pre-Function Areas = 100 lbs. per sq. ft.
- Loading Dock = 20,000 lbs./Axle

Please contact your event manager for more information.

Food & Beverage

The Center's Food & Beverage provider is the exclusive provider of all food and beverage. In addition to your catered events, the Center also operates all concession stands.

Your Catering Manager will assist you in selecting the proper menu items and arrangements to ensure a successful event. Should you prefer specialized menus, their culinary team can customize the perfect menu tailored to your event!

IMPORTANT INFORMATION:

- **Non- refundable Deposit:** The Center will not commence service without receipt of a one hundred percent (100%) NON-REFUNDABLE deposit of the estimated event price (the "Deposit") at least seven (7) business days prior to the event. Outstanding event price balances shall be paid at the end of the event.
- **Menu:** All menu selections must be made at least thirty (30) days prior to the event. Final guarantee is due (7) business days before the event. Counts cannot be lowered after the final count is given. A late fee may incur if the count increases after the due date. Orders placed or adjusted after the designated deadline may be subject to a surcharge of 10% of the additional catering fee. An on-site increase may be subject to a 25% surcharge.
- **Outside Food and Beverage:** No food or beverages of any kind may be brought into or removed from the location by either the client or the client's guests without our prior written approval from your Catering Manager.
- **Concessions:** To operate portable and/or permanent concessions, please note a concessions minimum may apply. Talk with your Catering Manager for more information and details.