



# EVENT PLANNING GUIDE

This guidebook supersedes any versions printed before January 1, 2026.  
Policies, rules & regulations, rental rates, and charges noted herein are subject to change without notice.

# TABLE OF CONTENTS

<b>Welcome</b>	3
<b>Facility Overview</b>	4
<b>Facility Map</b>	5
<b>Room Dimensions &amp; Specifications</b>	6
<b>Parking</b>	7 - 8
<b>Exhibitor Services</b>	9 - 10
<b>Order Forms</b>	
Internet Order Form	12
Utility Order Form	13
Package Holding Request Form	14
<b>Event Planning Checklist</b>	15
<b>Policies &amp; Procedures</b>	16
Animals	
Balloons	
Banner Hanging	
Cashless Facility	
Carpeted Rooms	
Code of Conduct	17
Decoration & Signage	
Discrimination	18
Display Vehicles	
Elevators & Escalators	
Flammable Materials	
Floor Marking	
Glitter & Confetti	
Insurance, Liability & Damages	
Public Areas	
Rigging	19
Right to Inspect	

# TABLE OF CONTENTS

## **Policies & Procedures (cont'd)**

19

Right to Reassign

Shipments

Smoking Policy

Tax Exemption

Tours

## **Operations & Facilities**

20

Air Walls

Loading Dock and Load In/Out

Overhead Doors & Dimensions

Restrooms

21

Return of Space / Pack-In & Pack-Out Policy

22

Room Adjustments

Storage

## **Public Safety, Fire Code & Accessibility**

23

ADA/Accessibility

Firearms

Fire Emergencies

Fire Marshal

Hazardous Materials

Lost & Found

Medical Service Providers

Police

Security Services

Unattended Property

## **FAQ**

24



# WELCOME!

Guided by our core principles of service, quality, and safety, our dedicated team and partners are poised to create unforgettable experiences for you and your guests.

As you embark on the planning journey for your event, our seasoned management team will be with you every step of the way. Our commitment is to collaborate closely with you to ensure a secure event, offering the finest culinary options and delivering a customer service experience that sets the diamond standard.

To kick-start your planning process, our event planning guide serves as a valuable resource, providing insights into our building's operational policies and procedures. Should you have any questions at any stage of the planning process, our expert staff is ready to assist.

We eagerly anticipate the opportunity to serve you and contribute to the success of your event.

Sincerely,

Michael King  
General Manager



The Dayton Convention Center is owned by the Montgomery County Convention Facilities Authority and proudly managed by Legends Global.





# FACILITY OVERVIEW

The Dayton Convention Center is located in the central business district of downtown Dayton, minutes from the Dayton International Airport and the I-70/I-75 interchange. We offer 300,000 square feet of space over three levels, with an open floor plan and atrium that allows attendees to navigate the facility with comfort and ease. Our central location is within a day's drive to over 60% of the US population.

**ADDRESS** 22 E. Fifth Street, Dayton, OH 45402

**WEBSITE** [www.daytonconventioncenter.com](http://www.daytonconventioncenter.com)

**TIMEZONE** Eastern Standard Time (EST)

**LOCATION** **Downtown Dayton, Ohio**  
Steps away from the Oregon District and minutes away from the Day Air Ballpark and University of Dayton

**SIZE** 300,000 square feet

**FEATURES** 63,000 sq. ft. Exhibit Hall (column-free)  
3 Ballrooms  
654-Seat Theater  
18 Meeting Rooms

**AIRPORT** Dayton International Airport (DAY)  
*12 miles from the DCC*

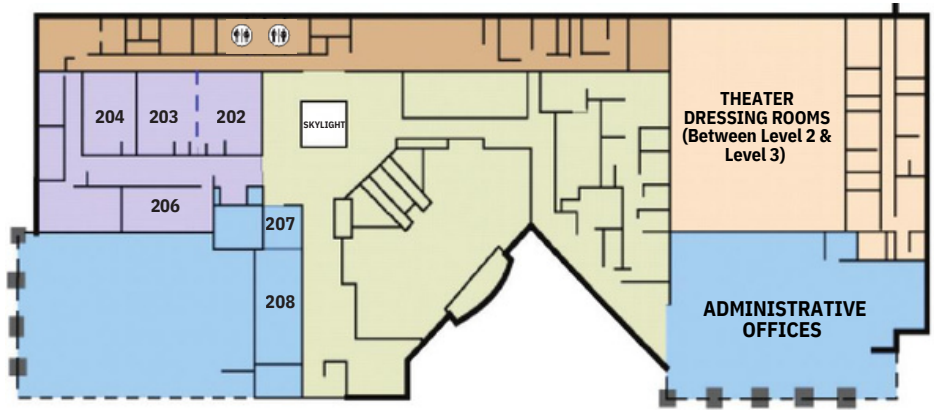
**HOTELS** For information on local hotels, contact:  
Destination Dayton  
937.226.8211  
[www.DestinationDayton.com](http://www.DestinationDayton.com)

# FACILITY MAP

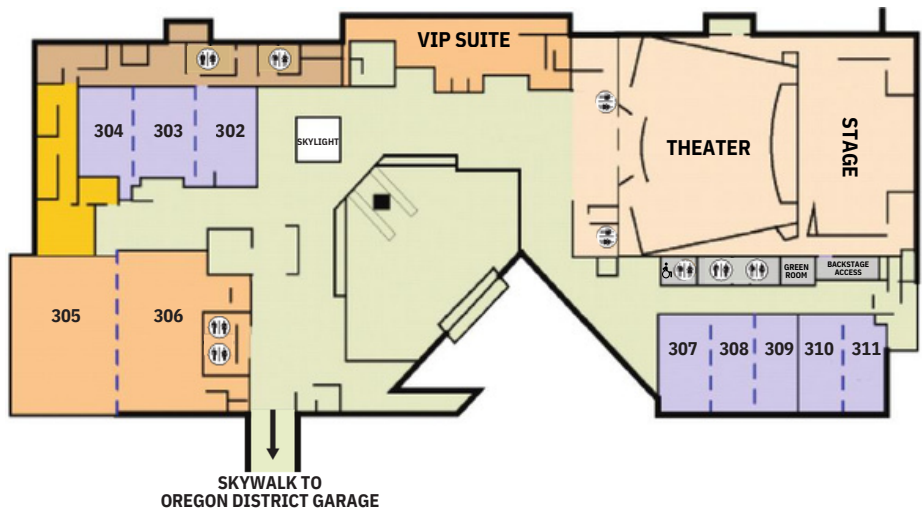
## LEVEL 1



## LEVEL 2



## LEVEL 3



# ROOM SPECIFICATIONS

ROOM	INCLUDED AMENITIES/ROOMS	SQUARE FEET	EXHIBITS [10' X 10']	THEATER	CLASSROOM	BANQUET	DIMENSION	CEILING
Exhibit Hall A	Pre-Function Space	17,830	72	1,900	774	844	100' W x 178' L	32'
Exhibit Hall B	Pre-Function Space, Show Office	28,145	132	3,240	1,230	1,430	161' W x 177' L	32'
Exhibit Hall A & B	Pre-Function Space, Show Office	45,975	204	5,140	2,004	2,274	261' W x 177' L	32'
Exhibit Hall C	*	17,863	66	1,710	708	840	103' W x 177' L	32'
Exhibit Hall B & C	Pre-Function Space	46,008	198	4,950	1,938	2,270	264' W x 177' L	32'
Exhibit Hall A & B & C	Pre-Function Space	63,838	270	6,850	2,712	3,114	364' W x 177' L	32'
Gem City Ballroom	Pre-Function Space	9,476	37	700	350	540	90 x 100 (Does not include alcove)	11' 3" (Bulkhead) 16' 10" (Hexagonal Lights)
Junior Ballroom	*	5,220	20	450	250	225	58' W x 90' L	17'
202	*	918	n/a	80	45	40	27' W x 34' L	9'
203	*	918	n/a	80	45	40	27' W x 34' L	9'
202 - 203	*	1,734	n/a	192	96	80	51' W x 34' L	9'
204	*	850	n/a	80	45	40	25' W x 34' L	9'
206	*	741	n/a	64	30	30	19' W x 39' L	9'
207	<b>Pre-Set Board Room for 12 with integrated audiovisual capabilities, including Microsoft Teams Rooms</b>							
208	*	<b>Pre-Set Board Room for 22 with integrated audiovisual capabilities, including Microsoft Teams Rooms</b>						
		817	n/a	85	30	30	43' W x 19' L	9'
Executive Suite	Lounge Furniture Operable partition between the room and Level 3 pre-function space Wall of full-length windows overlooking the Exhibit Hall	1,850	n/a	n/a	n/a	60	57.5' W x 33' L	8'
302	*	972	n/a	80	45	40	27' W x 36' L	11'
303	*	972	n/a	80	45	40	27' W x 36' L	11'
304	*	972	n/a	80	45	40	27' W x 36' L	11'
302 - 304	Pre-Function Space	2,916	n/a	320	180	168	81' W x 36' L	11'
305	*	3,120	15	375	180	200	48' W x 65' L	17'
306	*	2,535	9	300	100	150	39' W x 65' L	17'
305 - 306	Pre-Function Space	5,655	24	675	250-300	350	87' W x 65' L	17'
307	*	684	n/a	80	40	20	19' W x 36' L	15'
308	*	684	n/a	80	40	20	19' W x 36' L	15'
309	*	684	n/a	80	40	20	19' W x 36' L	15'
307 - 309	*	2,052	n/a	240	120	60	58' W x 36' L	15'
310	*	864	n/a	80	30	48	24' W x 40' L	15'
311	*	800	n/a	80	30	48	21' W x 40' L	15'
310 - 311	*	1,840	n/a	160	60	96	46' W x 40' L	15'
Theater	(6) Dressing Rooms, Green Room	<p align="center"><b>654 Permanent Seats</b></p> <p align="center">Can accommodate up to an additional 20 seats in the back of the Theater and 50 seats in the orchestra pit</p> <p align="center"><b>Dressing Rooms: 210 - 13.5' x 19' 211 - 13.5' x 8.5' 212 - 13' x 8' 213 - 13.5' x 16' 214 - 13' x 8' 215-216 - 13.5' x 27'</b></p> <p align="center"><b>Dressing Room Max Occupancies: 210 - 12 people 211 - 6 people 212 - 6 people 213 - 15 people 214 - 6 people 215-216 - 20 people</b></p>						

\* Room capacities are estimated and dependent upon complete event set up needs (buffet, stage, podium, etc.) Please ensure your setup needs are discussed in detail with your Sales Manager prior to renting a space. Your Event Manager will work with you after your contract is signed to create room layout(s) that are compliant with fire code.

# PARKING

Parking is available in the **Oregon District Garage**, 116 E. 5th St., one block east of the Dayton Convention Center on 5th St. (at Jefferson St.)

The Oregon District Garage offers a covered sky walk on Level 1 of the garage that will bring you to the 3rd floor of the Dayton Convention Center. The garage has a total of 1,416 parking spots.

**PLEASE NOTE:** The Oregon District Parking Garage is owned and operated by the City of Dayton. The Dayton Convention Center is not responsible for any entry/exit, maintenance, rates, or ticket issues.

## DAILY RATES

(Effective February 27, 2025):

30 - 60 minutes - \$1.50

Each Additional 30 minutes - \$2.00

Daily Max - \$10.00

Event Rate\* - \$10.00

\*Event Rate Supersedes Daily Rates

Day resets at 4am | Credit Card Only | No In & Out on Same Ticket | Lost Ticket \$20.00

## ENTRANCE RAMPS

1. E. 5th Street upper entrance  
(near the corner of E. 5th & Jefferson St.)

2. E. 5th Street lower entrance  
(near the corner of E. 5th & erson St.)

3. Stone Street  
(between Jefferson St. & Patterson Blvd.)

## CLEARANCE (Trucks, Vans, Campers, SUVs) - 6'6"

**DO NOT USE THE OREGON DISTRICT GARAGE IF YOUR VEHICLE IS:**

- A larger SUV with a wheelbase greater than 120"
- A pickup truck with a wheelbase greater than 120" (extended, super cab & 4-door trucks)
- A full size van of any type
- A vehicle with a clearance of 6'6" or higher
- Any other type of vehicle with a wheelbase longer than 120 inches

## PAY STATIONS

There are two pay on foot stations located on Level 1 of the Oregon Parking Garage.

When you are ready to exit, you may pay at one of these pay on foot stations, or on your mobile device by scanning one of the QR codes posted throughout the skywalk and Oregon District Parking Garage.

Once you have paid, you will then have 30 minutes to exit the garage. Upon arriving at the exit, simply scan the validated parking ticket or QR code on your mobile device and the gate will raise.

**Please note: If you used a credit card at entry, a ticket will not dispense. Your credit card is your virtual ticket. Please insert the same credit card at the exit or pay on foot station to complete the payment process.**

**FOR PREPAID EVENT PARKING:**

ANDREW MARKS,  
**PARKING GARAGE MANAGER**  
**CITY OF DAYTON**

(937) 333-4010

ANDREW.MARKS@DAYTONOHIO.GOV

# PARKING & TRANSPORTATION

## REIBOLD PARKING GARAGE

**Entrance located on West Fifth Street, 1/2 block from the Dayton Convention Center**

20 W. 5th Street  
Dayton, OH 45402

**Phone**  
(937) 225-4572

**Rates**  
1 hour: \$2 | Each Additional 30 minutes: \$1  
Daily Max: \$8  
Lost Tickets: \$8

**Accepted Payments:** MC/Visa, Debit Cards, AMEX, Discover

**PLEASE NOTE:** The Reibold Parking Garage is owned and operated by Montgomery County. The Dayton Convention Center is not responsible for any entry/exit, maintenance, rates, or ticket issues.

## DOWNTOWN DAYTON PARTNERSHIP PARKING & TRANSPORTATION GUIDE

See map [here](#) for surface lot and metered parking options throughout downtown.



## GEST CARTS - DAYTON

Green. Easy. Safe. Transportation.  
See map [here](#) for GEST Carts hours and route.



## THE FLYER - GREATER DAYTON RTA

See map [here](#) for bus route and stops.  
Buses are free to ride and run every 10 minutes.





## EXCLUSIVE SERVICES

The following services are exclusively provided by the Dayton Convention Center for your benefit:

- Catering & Concessions by Celebrate Dayton Hospitality
- Electric, Water & Compressed Air
- Rigging by Mills James
- Internet by HarborLink Network

## EXHIBITOR KIT

The Lessee, or the Lessee's General Service Contractor, is required to distribute all DCC-provided services and onsite service partner order forms as part of the event's print or digital exhibitor kit.

No rate or service forms may be altered in any way. The Lessee is required to provide an electronic or printed copy of the exhibitor kit to their DCC Event Manager, six months prior to the event.

### Exhibitor Kit must contain the following:

- Date and times (approved prior to printing and mailing to Exhibitors)
- DCC service forms for required utilities (internet, electric, compressed air, water, and package storage)

*Exhibitor Service order forms can be found on the next pages, or on the DCC website under the "Exhibitor" page.*

## EXHIBITOR SERVICES CONTACT INFORMATION

513.535.5300

[exhibitorservices@daytonconvention.com](mailto:exhibitorservices@daytonconvention.com)

## EXHIBITOR UTILITY ORDERS

Should an exhibitor need to order utilities or internet, please complete the appropriate DCC order form(s) and email them directly to DCC Exhibitor Services (email address below).

Invoices for these orders will be issued via email by the DCC Finance Department and are payable via a credit card link. If a payment link is not received within two weeks of placing a utility order, please contact your Event Manager.

The DCC also accepts payment by check.

**Make checks payable to:  
Dayton Convention Center**

**22 E. 5th Street  
Dayton, OH 45402**

All payments should be in US dollars.

Pre-order rates apply to orders received at least 5 business days prior to event.

On-site rates apply if received within 5 business days of event.

## EXHIBITOR RIGGING ORDERS

Should an exhibitor need to order audiovisual or rigging services, please contact:

**Ryan Grant, AV Manager  
Mills James Productions  
(937) 478-7114 - [rgrant@mjp.com](mailto:rgrant@mjp.com)**

# EXHIBITOR SERVICES

## EXHIBITOR MARKETING SERVICES

The Dayton Convention Center offers a variety of marketing opportunities to help exhibitors maximize their event presence. Digital signage is available throughout the building, including LED screens located directly in front of each meeting room, providing an ideal platform for targeted messaging. Additionally, our exterior LED marquee, provided by Key-Ads, Inc., offers premium advertising space to capture the attention of attendees and passersby. These services are designed to enhance visibility and engagement, ensuring your brand stands out.

**FOR MORE INFORMATION ON EXHIBITOR MARKETING SERVICES, PLEASE CONTACT:**

Michael King, **General Manager**

[mking@daytonconvention.com](mailto:mking@daytonconvention.com) | 937-414-1043



## EXHIBITOR WASTE DIVERSION POLICY

The Dayton Convention Center is committed to reducing environmental impact through responsible waste management. We require vendors and exhibitors to comply with the following guidelines to support our sustainability efforts.

### PROHIBITED ITEMS

- Foamcore signage
- Non-recyclable or non-reusable signage (excluding decals or window clings)
- Single-use plastic bags and plastic conference bags
- Hazardous substances or items containing hazardous substances
- Large foliage (including trees) without intact root systems
- Styrofoam packaging, including clamshell containers, plates, bowls, cups, and packing materials like loose-fill peanuts

### DONATION GUIDELINES

Donations must be pre-approved to ensure items can be properly allocated. Perishable food will become DCC property one hour after the event concludes and will be discarded per policy.

### COMPLIANCE

Non-compliance may result in additional fees. Vendors and exhibitors are responsible for properly placing recyclable or compostable materials in designated stations and coordinating the removal of approved donations.

### POST-EVENT RESPONSIBILITIES

The following items must not be left behind without prior approval:

- Vinyl banners
- Large exhibits
- Electronics, furniture, or equipment
- Carpet, scraps, padding, or tubes
- Pallets

22 E. FIFTH STREET, DAYTON, OH 45402 | 937.535.5300 | EXHIBITORSERVICES@DAYTONCONVENTION.COM

**EVENT NAME:**

**BOOTH #:**

**EVENT DATE:**

**# DAYS EXHIBITING:**

**BOOTH/COMPANY NAME:**

**CONTACT NAME:**

**PHONE:**

**EMAIL:**

**ADDRESS:**

SERVICE DESCRIPTION	RATE	QTY	# DAYS	TOTAL
<b>Single User Private Wireless Network</b> (One device, per event day) <i>Encrypted and secure wireless internet access at up to 50 Mbps for a single device.</i>	\$125/ DAY			
<b>Multi User (2+) Private Wireless Network</b> (Per event day) <i>Encrypted and secure wireless internet access for an unlimited number of connections at up to 250 Mbps.</i>	\$500/ DAY			
<b>Hard Wired Internet</b> (Per drop, per event day) <i>Physical ethernet connection to the network/internet at up to 250 Mbps                      Static IP is available for an additional fee.</i>	\$500/ DAY			

**ARE YOU UTILIZING WIFI FOR PAYMENT PROCESSING?**     YES     NO

**TOTAL: \$**

*Electronic invoices will be emailed to email address listed above 10-14 days after receipt of order form.  
 Invoices are paid online - Visa, Mastercard & American Express are accepted.*

**TERMS & CONDITIONS**

1. Payment for services must be received 14 DAYS prior to the start of the event. Orders received within 14 days of event are subject to a 15% expediting fee.
2. Service rates are per event day, between the hours of operation outlined on the Dayton Convention Center contract.
3. Refunds will not be given for services ordered and not used.
4. Only HarborLink Network or DCC personnel are authorized to modify system.
5. HarborLink Network and DCC are not responsible for any level fluctuations or circuit failure due to venue or local ISP conditions.
6. All wireless equipment used must comply with the 802.11a/b/g/n standards.
7. Prices are based on current rates and are subject to change without notice.
8. All necessary credentials, IP settings or other information will be sent via email prior to the scheduled event.

**SIGNATURE:**

**DATE:**

22 E. FIFTH STREET, DAYTON, OH 45402 | 937.535.5300 | EXHIBITORSERVICES@DAYTONCONVENTION.COM

<b>EVENT NAME:</b>	<b>BOOTH #:</b>
<b>EVENT DATE:</b>	<b># DAYS EXHIBITING:</b>
<b>BOOTH/COMPANY NAME:</b>	
<b>CONTACT NAME:</b>	
<b>PHONE:</b>	<b>EMAIL:</b>
	<b>ADDRESS:</b>

## ELECTRIC

110 VOLT	PRE-ORDER RATE	ON-SITE RATE	QTY	TOTAL
Single Outlet - 20 amp	\$80	\$125		

208 VOLT	PRE-ORDER RATE	ON-SITE RATE	QTY	TOTAL
30 amp - Single Phase	\$175	\$195		
60 amp - Single Phase	\$225	\$245		
100 amp - Single Phase	\$350	\$370		
30 amp - Three Phase	\$325	\$425		
60 amp - Three Phase	\$565	\$735		
100 amp - Three Phase	\$785	\$1,000		

220 VOLT	PRE-ORDER RATE	ON-SITE RATE	QTY	TOTAL
30 amp - Single Phase	\$200	\$245		

	VOLTS	AMPS	PHASE	QTY	TOTAL
<b>CUSTOM ELECTRIC</b>					Pricing will be determined after request is reviewed.

ACCESSORIES	PRE-ORDER RATE	ON-SITE RATE	QTY	TOTAL
Extension Cord	\$25	*		
Power Strip	\$35	*		

## PLUMBING

SERVICE	PRE-ORDER RATE	ON-SITE RATE	QTY	TOTAL
Water Access - 500 gal	\$125	\$175		

## COMPRESSED AIR

COMPRESSED AIR	PRE-ORDER RATE	ON-SITE RATE	QTY	TOTAL
15 Gal; 225 Max PSI	\$100	\$150		

*Electronic invoices will be emailed to the email address listed above 10-14 days after receipt of order form. Invoices are paid online - Visa, Mastercard & American Express accepted. To receive the pre-order rate, utilities must be ordered at least 5 business days prior to the event.*

**TOTAL: \$**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

22 E. FIFTH STREET, DAYTON, OH 45402 | 937.535.5300 | EXHIBITORSERVICES@DAYTONCONVENTION.COM

**EVENT NAME:**

**BOOTH #:**

**EVENT DATE:**

**# DAYS EXHIBITING:**

**BOOTH/COMPANY NAME:**

**CONTACT NAME:**

**PHONE:**

**EMAIL:**

**ADDRESS:**

**NUMBER OF PACKAGES HELD:**

**PACKAGE CONTENTS & SIZE/WEIGHT:**

**CARRIER:**

**TRACKING NUMBER:**

**DATE SHIPPED:**

**EXPECTED DELIVERY DATE:**

### TERMS & CONDITIONS

- Payment for services must be received prior to the start of the event.
- The DCC will only receive and store packages. Packages will not be opened by DCC staff members.
- The DCC will accept and store packages up to 50 lbs. Any packages over 50 lbs. must be approved prior to shipping.
- A rate of \$50/package will be charged for packages up to 50 lbs. Packages over 50 lbs. are subject to increased rates.
- Packages must be shipped within 2 weeks of the event date. Packages received over two weeks from the event date will be subject to increased holding fees.
- The DCC will immediately report any occurrences of damaged packages to the owner.
- Package owners are responsible for return shipping arrangements and fees.

**SHIP TO:**

Dayton Convention Center  
Attention: Security Desk  
22 E. 5th Street  
Dayton, Ohio 45402

**TOTAL: \$**

*Electronic invoices will be emailed to email address listed above 10-14 days after receipt of order form.  
Invoices are paid online - Visa, Mastercard & American Express are accepted.*

**SIGNATURE:**

**DATE:**

# EVENT PLANNING CHECKLIST

\*Based on the time of booking, we will adapt this timeline to best fit your group's needs. If needed, please refer to your signed contract for due dates specific to your event. Additional fees may apply for late submission of required event details.

## 12 MONTHS PRIOR TO EVENT

Facility Contract Issued by Sales Manager
Sign & Return Contract to Sales Manager with Initial Deposit
Event Manager Assigned
Review Event Planning Guide
Submit copies of preliminary floor plans to Event Manager <b>NOTE: Do not start selling any exhibit spaces until your plans have been approved.</b>
Provide event information (days, times, admission fee, ticket link, etc.) and event website/social media handles to be shared on the DCC website and social media pages (if applicable)

## 6 MONTHS PRIOR TO EVENT

Submit copies of preliminary floor plans to Event Manager if not already completed <b>NOTE: Do not start selling any exhibit spaces until your plans have been approved.</b>
Set up site/planning visit with Event Manager if needed
Provide Event Manager with outside service contractor information including: Decorator, A/V and/or Production Company, Parking Service/Valet, Transportation, Photographer, Security Provider (if not utilizing DCC house security), EMT Provider
Submit event staffing needs to Event Manager (IATSE stagehands, ticket takers, ushers, merchandise sellers) if applicable
Provide Event Manager with Exhibitor List (if applicable)

## 3 MONTHS PRIOR TO EVENT

Submit updated floor plans to Event Manager (if applicable)
Submit facility utility requests (electric, rigging, internet, water, or compressed air)

## 60 DAYS PRIOR TO EVENT

Provide Event Manager with a preliminary event schedule/timeline
Submit updated copy of floor plans to Event Manager <b>NOTE: Any on-site changes to room sets may incur additional fees</b>
Submit updated Exhibitor List to Event Manager
Review fee schedule on signed contract and submit applicable payments
Preliminary Catering and/or Concessions menu(s) due to Catering Sales Manager

## 30 DAYS PRIOR TO EVENT

Submit final outside service contractor arrangements, if applicable
Submit final event schedule/timeline including load-in, event day(s), and load-out
Submit final copy of floor plans to Event Manager <b>NOTE: Any on-site changes to room sets may incur additional fees</b>
Submit final Exhibitor List to Event Manager
Submit Certificate of Insurance to Event Manager
Provide Event Manager with event/company logos to utilize on digital/printed signage
Final Catering and/or Concessions menu(s) due to Catering Sales Manager

## 14 DAYS PRIOR TO EVENT

Review and sign final Event Report and Cost Estimate (provided by Event Manager)
Guaranteed counts for catered meals due to Catering Sales Manager
Submit final utility orders for all exhibitors <b>NOTE: Any utilities ordered within (5) days of event load-in date will incur on-site rate</b>
Invoice for remaining rental fees and ancillary charges due (unless otherwise notated in contract) <b>NOTE: Payment in full for all rental, ancillaries, and food &amp; beverage orders is due PRIOR to load-in day. Failure to submit payment will result in delayed access to facility.</b>



## **ANIMALS**

Animals are not permitted on DCC premises, except in conjunction with an approved exhibit, or in accordance with Americans with Disabilities Act (ADA) as a service animal trained to do work or perform tasks for the benefit of an individual with a disability.

Animals that are approved to be on the premises must meet the following guidelines:

- Animal(s) must be confined within a pen or on a leash at all times.
- Animal(s) must be under constant control at all times.
- The owner or handler will be fully responsible for their animal(s) at all times. The DCC Event Manager must be notified in advance of any planned animal exhibit and/or any intended general public interaction with live animal displays and approved by the DCC General Manager.

## **BALLOONS**

Helium balloons are permitted with prior approval, provided:

- They are not displayed in lobby areas (except as entryway arches and previously approved by the DCC Event Manager).
- They are securely anchored.
- They are removed at the completion of the event.
- Air tanks are properly secured while in use inside the facility.

Mylar balloons are strictly prohibited. Please note, a balloon retrieval fee of \$50/balloon will apply for any loose balloons that are retrieved by DCC staff.

## **BANNER HANGING**

The hanging of banners from any railings or balconies must be approved by the DCC Event Manager prior to the event. Please consult the Event Manager during the planning process to coordinate the intended use of banner signage, including the size of the banner(s) and location(s).

## **CASHLESS FACILITY**

The DCC is a cashless facility. Cash is not accepted at any DCC point of sale location (concessions). There is an on-site ATM for events that accept cash for admission, merchandise sales, or vendor sales.

## **CARPETED ROOMS**

If carpeted meeting rooms are used for exhibits and/or meetings, the following will apply:

- Vehicles in these rooms will require DCC Event Manager approval.
- All carpeted areas must be covered with Visqueen (plastic) in their entirety when moving in vehicles or any other display items/equipment that have the potential to cause damage to the carpet.
- Forklifts are not permitted.
- All crates must be unpacked before being brought into the rooms or transported via hand carts.
- Should carpeted areas require cleaning and/or repair due to damage or improper care, Lessee will be subject to and charged additional fees.

## CODE OF CONDUCT AND SAFETY

In order to provide a safe and secure environment for all our guests, the following code of conduct must be followed on Dayton Convention Center property. Violators will be asked to leave the building and charges may be filed for prosecution. The following are prohibited on DCC property:

- Visiting without wearing a shirt and shoes.
- Standing, walking, or sitting in any way that causes an inconvenience to other guests.
- Disorderly or disruptive conduct, including the use of obscene or insulting language or gestures, running, yelling, fighting, throwing objects, vandalizing, theft, littering, the loud playing of music, inciting or instigating physical or verbal confrontations.
- Use or display of slogans or communications of any kind which contain obscenities, racial, sexual, ethnic, fighting words or religious slurs.
- Possession or consumption of alcoholic beverages outside of authorized areas, or the use of illegal substances.
- Loitering.
- Unauthorized distribution of literature, offering items for sale, soliciting guests, conducting surveys, videotaping or photography.
- Any act which could result in physical harm to people or property.
- Any act prohibited by Federal, State or Local laws.
- Smoking, including the use of vapes/electronic cigarettes. (Pursuant to Ohio Revised Code 3794)
- Weapons or any other self defense mechanisms (i.e. tasers, pepper spray, swords, etc.), including certified concealed carry.
- Pressurized gas cylinders unless they comply with the Ohio Revised Fire Code or are < 1 lb.

## DECORATION & SIGNAGE - LEASED & NON-LEASED SPACES

The DCC manages and controls the use of all non-leased space (i.e. public areas, lobbies, corridors, pre-function space, registration areas, sidewalks, glass areas, stairs, etc.) Use of non-leased space requires DCC Event Manager approval.

For all advertising/sponsorship opportunities in non-leased public space please check with the Event Manager for prior approval. The Lessee must submit plans requesting approval for use of non-leased space to the DCC Event Manager prior to the sale of any sponsorship, advertising and/or exhibit booths. Revenues generated from sponsorship sales in non-leased space may be subject to a commission fee.

The use of existing DCC furniture, plants and other property fixtures requires DCC Event Manager approval. If DCC property is moved or removed without written approval, Lessee is subject to a \$500 fee.

The DCC's digital and static signage may not be covered or otherwise obstructed at any time. Decorations, signs, banners, etc., may not be taped, nailed, tacked, pinned, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces or columns. Holes may not be drilled, cored or punched into any walls, floors or ceilings of the DCC.

Any adhesive-backed (stick-on) decals or signage must be approved by the DCC Event Manager prior to installation.

All draping and decorative materials must be flame proof. A certificate must be provided stating that the material is flame proof.

The DCC does not provide signage for events. Event signage and graphics provided by the Lessee, and displayed within the DCC, must be reviewed and approved by the Event Manager. Charges will apply for DCC-provided signage.

### **The following are instances where custom show signage is not permitted:**

- The covering of building directional signage is prohibited.
- The covering of exit signs in meeting rooms or exhibit halls is prohibited.
- The covering of fire strobes, fire hoses or fire extinguishers is prohibited.
- The covering of exit stairwells and/or elevator access is prohibited.
- Signage on ceilings, walls, doors, windows, painted surfaces or columns is prohibited (unless otherwise approved.)
- Signage that is taped, nailed, tacked, pinned or stapled to the building is prohibited.
- Holes may not be drilled, cored or punched into any surface of the DCC. Any costs incurred by the DCC for the removal and/or repair of the aforementioned items will be charged to Lessee.

## **DISCRIMINATION**

A Lessee conducting an event open to the public shall not discriminate against any person because of sex, race, color, religion, ancestry, national origin, or disability. The Lessee shall not directly or indirectly display, circulate, publicize, or mail any advertisement, notice, or communication which states or implies that any facility or service shall be refused or restricted due to discrimination.

## **DISPLAY VEHICLES**

Any vehicles on display shall comply with the following:

- All fuel tank openings shall be locked and sealed in a manner to prevent the escape of vapors.
- Fuel tanks shall not be more than one quarter full or contain more than 5 gallons of fuel, whichever is less.
- At least one battery cable shall be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- One set of keys for each vehicle must be given to DCC security to be kept in the Security Office throughout the duration of the show.
- Vehicles cannot be fueled or de-fueled inside the building.

## **ELEVATORS/ESCALATORS**

The elevators and escalators in the facility are controlled and monitored by building personnel. The DCC maintains the right to restrict access to these areas at any time. Passenger elevators cannot be blocked at any time. All equipment, freight, and deliveries must be transported on service elevator. Please observe the posted load capacities.

## **FLAMMABLE MATERIALS**

Lessee must obtain prior permission from the Dayton Convention Center Event Manager for the following combustible/flammable materials: Propane, butane, natural gas, radioactive devices, blasting agents/explosives, cryogenic gases, portable heating equipment, hazers/fog machines, aerosol cans with flammable propellants, flammable liquid pressure vessels and open flame devices (welding, cutting/brazing equipment, ammunition) along with exhibits involving hazardous processing and materials that would increase risk to fire and life safety.

## **FLOOR MARKING**

Markings made by lessee, exhibitor(s), and/or decorator/general service contractor on tile, concrete, or carpet must be removed without damage before departing the facility. It is recommended to use non-residue marking tape. Any damage to tile, concrete, or carpet flooring will be documented and associated costs for repair will be charged to Lessee

## **GLITTER AND CONFETTI**

If there is any use of glitter, spray glitter, hairspray, or confetti as a decorative item, there will be a fee charged to clean the carpets, walls, building equipment, and escalators in which the material is found. The fee will be determined by the size and location of the material and is based on the labor it takes to return the space to the condition in which it was received.

## **INSURANCE, LIABILITY, AND DAMAGES**

A Certificate of Insurance (COI) is required 30 days prior to your contracted move-in date. The certificate must list Legends Global and the Montgomery County Convention Facilities Authority as additionally insured parties (ask the Event Manager for an example COI). The policy holder cannot be "Dayton Convention Center." If proof of insurance is not provided within two weeks prior to the event, General and Excess Liability coverage will be purchased through the DCC's insurance program and will be billed to the Lessee. Rates vary.

A pre-event walkthrough of all rented spaces is required prior to load-in, and a post-event walkthrough of all rented spaces is required upon completion of load-out. Any new facility or equipment damages found upon completion of the post-event walkthrough are the financial responsibility of the Lessee.

## **PUBLIC AREAS**

Please speak with the Event Manager before scheduling any activity in shared public places space such as the skywalk, pre-function spaces, and Level 1 lobby. These areas are used by multiple events, leading to the necessary coordination of use.

## **RIGGING**

Theatrical rigging and banner hanging carry significant liabilities for the responsible party and it is our goal to eliminate any potential problems or hazards before they occur. Any display of banners, decorations, trusses, or theatrical equipment that hangs from the ceiling must be approved and hung by our exclusive rigging provider, Mills James.

For information and pricing related to rigging services, contact:

Ryan Grant, AV Manager  
Mills James Productions  
(937) 478-7114 - rgrant@mj.com

## **RIGHT TO INSPECT**

DCC Management and Security Personnel reserve the right to inspect any package, purse, box, bag, container, briefcase, luggage or cooler brought in or removed from DCC property.

## **RIGHT TO REASSIGN**

The DCC reserves the right to reassign or change any room designated in Exhibit A of the Use License Agreement to a space of similar size and scope.

## **SHIPMENTS**

The DCC will not accept or store display materials, merchandise, crates, etc. prior to the contracted move-in date unless prior approval is given by the Event Manager. Charges will apply for advance shipments.

All exhibitors must make their own arrangements with the General Service Contractor/Decorator for shipment, delivery, receipt and storage of such materials and crates. The appointed General Service Contractor/Decorator is responsible for delivering materials to the facility during the approved move-in period.

Any shipment scheduled for delivery to the facility during the move-in periods must be sent to the attention of the General Service Contractor/Decorator. DCC employees will not sign for, accept or store any packages or freight for any client.

The facility will not accept Cash On Delivery (COD) shipments under any circumstances, nor will the DCC accept responsibility for costs associated with freight and shipment delivery and/or pick up.

## **SMOKING POLICY**

Smoking of any form, including vapes/electronic cigarettes, is NOT permitted anywhere inside the facility (Pursuant to Ohio Revised Code 3794). Smoking is also strictly prohibited during any show move-in or move-out activity. The Lessee and their general service contractor are responsible for the communication and enforcement of this policy. Any smoking should take place in outside designated smoking areas only.

## **TAX EXEMPTION**

If tax exemption is applicable, the exemption certificate must be received by the Sales Manager upon booking. If your exemption certificate is not received by the time the deposit is paid, the appropriate sales tax will apply.

## **TOURS**

DCC staff may need to conduct tours of the facility during the contracted time and inside of the contracted space(s). DCC staff will notify the Lessee should any tours be scheduled during the event, and make every effort to not interfere with the event.

## **UNIONS**

The DCC is a non-union/right-to-work building. The Lessee and applicable exhibitors can load, unload and assemble any equipment needed.



## AIR WALLS

Air Walls are in the following areas:

- Exhibit Hall A/B/C**
- Meeting Room 202/203**
- Meeting Room 302/303/304**
- Meeting Room 305/306**
- Meeting Room 307/305/309**
- Meeting Room 310/311**

The movement of the airwall is to be performed by DCC staff only. Air wall movement should be communicated to the Event Manager prior to event load-in. Any requests to open/close an air wall during an event or last-minute requests to open/close an air wall may incur a labor charge and require the room to be empty.

## LOADING DOCK & LOAD IN/OUT

All loading dock space and timing must be scheduled in advance by the DCC Event Manager. The DCC does provide dock plates and pallet jacks for loading and unloading equipment.

The DCC has a gated parking area at the rear of the building (Entrance located at 1 E. 6th Street, Dayton, OH 45402) that is restricted parking for DCC staff only. A security checkpoint is in place at the parking entrance for all vehicles/trucks entering and requesting dock access and is monitored by DCC Security. All move-in/out areas are controlled by DCC Security.

If a show requires heavy move-in/out, special advance arrangements can be made for access to this parking area. A Dock Marshal fee for such arrangements will be applied based on the duration of time and required space needed for move-in/out.

Any General Service Contractor/Decorator or Event Management vehicle parking in the Center's parking lot must be authorized by the DCC Event Manager prior to move-in. Any vehicle, which does not have a DCC parking pass or prior parking approval, will be towed at the owner's expense.

## OVERHEAD DOORS & DIMENSIONS

<b>DOOR B GROUND LEVEL</b>	<b>DOCK C</b>	<b>DOCK D</b>	<b>DOCK E</b>	<b>DOOR F GROUND LEVEL</b>	<b>DOOR G GROUND LEVEL</b>
16' 7.5" H 15' 11" W	96" W 120" H	96" W 120" H	96" W 120" H	<b>EXTERIOR</b> 15' 11.75" W x 16' 4" H <b>INTERIOR</b> 14' 5.5" W x 16' 8" H	<b>EXTERIOR</b> 9' 11.5" W x 7' 5" H <b>INTERIOR</b> 10' 7" W x 8" H

## RESTROOMS

### LEVEL 1

#### Lobby (Near Kitchen)

Women's Restroom (4 stalls)  
Men's Restroom (6 stalls)

#### Gem City Ballroom/Exhibit Hall B (connected)

Family Restroom with changing table  
Women's Restroom (18 stalls)  
Men's Restroom (9 stalls)

#### Exhibit Hall A

Women's Restroom (5 stalls) with changing table  
Men's Restroom (9 stalls) with changing table

#### Exhibit Hall B (back)

Family Restroom (no changing table)  
Women's Restroom West (8 stalls)  
Women's Restroom East (5 stalls) with changing table  
Men's Restroom (8 stalls) with changing table

### LEVEL 2

#### Main Elevator Corridor

Women's Restroom (3 stalls) with changing table  
Men's Restroom (5 stalls) with changing table

### LEVEL 3

#### Skywalk

Women's Restroom (3 stalls) with changing table  
2 men's stalls/1 urinal with changing table

#### Main Elevator Corridor

Women's Restroom (4 stalls) with changing table  
Men's Restroom (3 stalls)

#### Theater

Family Restroom (no changing table)  
Women's Restroom (3 stalls)

#### 307-311

Family Restroom with Universal Changing Table  
Women's Restroom (3 stalls) with changing table  
Men's Restroom (4 stalls) with changing table

## NURSING ROOM

The Dayton Convention Center does not have a permanently designated nursing room; however, a private wellness space can be made available upon request. We recommend coordinating any nursing room needs with your event manager in advance.



## RETURN OF SPACE & PACK-IN, PACK-OUT POLICY

The Dayton Convention Center is committed to promoting sustainable practices and maintaining a clean environment for all guests. To support this, we require event organizers, exhibitors, and attendees to adhere to our Pack-In, Pack-Out policy.

### Policy Details

- All items brought into DCC, including event materials, decorations, equipment, and packaging, must be removed at the conclusion of the event.
- Attendee Responsibility: Event organizers are encouraged to communicate the Pack-In, Pack-Out policy to their attendees, requesting that they use provided recycling, composting (if applicable), and trash bins for proper disposal and avoid leaving litter on the ground.
- Sustainability Guidelines: Organizers should incorporate reminders about proper waste disposal in event materials (e.g., programs, announcements, signage) to support a sustainable event.
- Excessive Trash: If excessive waste left by attendees results in extended cleaning times, a cleaning charge of \$55 per labor hour, with a minimum of \$500, will be billed to the Lessee.
- In the event that a Service Contractor/Decorator is utilized, it is the responsibility of the Service Contractor/Decorator to return all space as provided, free of bulk waste, tape, and tape residue. It is the responsibility of the Service Contractor/Decorator to remove all bulk items, crating material, wood, metal and plastic products from the walkways, spaces and the facility. No such material will be allowed to remain in the dock area after the completion of the event. A charge of \$1,000.00 per TON or less will be billed to the Service Contractor/Decorator.

## ROOM ADJUSTMENTS

The initial room set is complimentary for all meeting rooms (theater, classroom, conference, banquet or reception style) and exhibit halls (used for general session and/or banquet style), within the limits of DCC inventory, during the term of the use agreement.

Changes to the approved set five (5) days or less prior to the first move-in day will be charged at the prevailing rate. This includes, but is not limited to, the addition or removal of inventory, such as tables, chairs, risers, staging, stanchions, etc.

DCC equipment must be set up and operated by authorized DCC personnel. Labor charges for operators may be charged, in addition to the rental charge for equipment. Tables and chairs, when used for exhibits, will be charged at the prevailing rates. Equipment (chairs, tables, risers, performance staging) is provided within the limits of DCC's inventory. If inventory limits are exceeded, equipment rental and additional labor is the responsibility of the Lessee.

## STORAGE

Limited storage for crates, equipment and supplies are available within the DCC loading docks, during the term of a Lease. These areas are not available for storage before or after the term of the Use License Agreement. Stored items are not permitted in the rear service corridor, back parking lot or dock area without prior approval nor may they block doorways, exits, or fire equipment. If other storage arrangements are needed, they must be made with Lessee's General Service Contractor/Decorator. Contact the Event Manager to confirm onsite storage options prior to arrival.

Any property not removed from the DCC and not claimed within forty-eight (48) hours following the terms of the license use agreement will be considered abandoned by Lessee, its contractors, or exhibitors, and thereby considered property of the DCC. The Lessee shall be responsible for any cost of disposing of the abandoned property.

# PUBLIC SAFETY, FIRE CODE & ACCESSIBILITY

## ADA/ACCESSIBILITY

The DCC has 18 accessible restrooms located throughout the facility:

**Level 1 - Women's (5), Men's (4), Family (1)**

**Level 2 - Women's (1), Men's (1)**

**Level 3 - Women's (1), Men's (1), Family (1)**

A universal changing table (UCT) is available on Level 3 at the entrance of Meeting Room 307-311 hallway.

The DCC is equipped with two elevators, one near Exhibit Hall A and one near the west corner of the building.

## FIREARMS

Pursuant to building policy, no person, including anyone licensed to carry a concealed handgun, shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto our property, unless otherwise authorized by law.

## FIRE EMERGENCIES

The DCC is equipped with a fire-detection system monitored 24 hours a day, 365 days a year. In case of fire, the fire alarm evacuation system will sound, and fire strobes and sirens will activate. Should alarms be activated, please instruct your event attendees to calmly exit the facility by the nearest exit. Your Event Manager will notify you when it is safe for your attendees to re-enter the building. If an urgent evacuation becomes necessary, Security and Event Management will assist with the evacuation.

Obstructing or obscuring of any marked fire exit, hose/extinguisher cabinet or pull station is prohibited by law.

## FIRE MARSHAL

Some events require the prior approval and presence of a City of Dayton Fire Marshal for inspections. Please discuss your exhibit floor details with your Event Manager to determine if Fire Marshal approved is needed.

## HAZARDOUS MATERIALS

All hazardous materials must be registered with the DCC by submitting the OSHA Material Safety Data Sheet regarding your hazardous material to your Event Manager at least 60 days prior to your event.

Hazardous materials (chemicals, gases, batteries, paints, oils, petroleum products, corrosives, solvents and biological contaminants, including blood, body fluids, organic matter, cadavers, used First Aid supplies, and needles) are the responsibility of you, your exhibitors, and your attendees.

All hazardous items must be placed in clearly marked, product-safe containers, safely stored and secured, and disposed of properly in accordance with local, state, and federal regulations. Items may not be left in our building for later retrieval, or disposed of in our building trash receptacles, floor pockets or sewage systems.

Any hazardous waste left in our facility will be disposed of immediately at your expense, including charges associated with identification, containment, transportation, disposal, and the potential closure of our convention facilities or waste disposal sites due to contamination.

## LOST AND FOUND

The DCC will hold any items found during or after an event at the Security booth on Level 1. Any unclaimed items will be disposed of or donated after 30 days from the time they were found.

## MEDICAL SERVICE PROVIDERS

The DCC does not require any onsite EMS services. If the event requires EMS services, scheduling is at the discretion of the Lessee.

## POLICE (DAYTON POLICE DEPARTMENT / DPD)

Certain larger events, whether public or private, may require the hiring of Dayton Police officers to assist with incident/emergency response, public safety-related screening, or traffic control outside the building and at our various parking areas. Any charges incurred for DPD are the responsibility of the Lessee.

# PUBLIC SAFETY, FIRE CODE & ACCESSIBILITY

## SECURITY SERVICES

In an effort to provide a safe and secure environment for all patrons, the DCC maintains and schedules onsite security services, provided by Sahara Global. Security guards oversee all public areas, concourses, back-of-house areas, parking lots and exterior perimeter.

## UNATTENDED PROPERTY

For the safety of attendees, any unattended bag, purse, briefcase, cooler, box, etc. is subject to removal from DCC property, both inside and outside of the building, by our in-house security. Do not leave items of any value in an area that is unsecured or unattended at any time. The DCC is not responsible or liable for any items left inside or on the premises of the facility.



# FAQ

## WHAT ADDITIONAL COSTS MAY I INCUR OTHER THAN RENTAL?

Based on the requirements of your event, costs for the following may apply:

- Utility Services (electrical, plumbing, or compressed air)
- Internet
- Audiovisual
- Catering
- Inventory Rental
- Cleaning
- Security
- Staffing (ticket takers, badge checkers, equipment operators, etc.)
- Equipment Rental
- Parking (DCC does not have on-site guest parking)

Your Event Manager will provide you with an itemized cost estimate based on your event's specific needs prior to load-in.

## WHAT DOES THE BOOKING PROCESS ENTAIL? WHO ARE MY POINTS OF CONTACT?

Sales Managers are the first point of contact in the booking process. Event proposals are to be submitted to the sales team, outlining requested events dates and space requirements. To help determine the best meeting specifications for the event and the venue, the DCC team is more than happy to schedule a site visit with you and your team. Once the DCC is selected as your preferred venue, a contract will be issued confirming the event booking and the terms of the agreement. Prior to the event planning process, the Sales Manager will meet with the Event Manager assigned to the event to review full program needs and requests to ensure a seamless transition from sales to event services. Your Event Manager will ensure that your proposed event program transitions from concept to reality as smoothly as possible.

Your event manager serves as your main point of contact after the contract is signed and is available to address inquiries, communicate vital details to relevant departments and partners, and guarantee seamless event execution from beginning to end. Upon establishing event specifications, your show managers or meeting planners must provide comprehensive details to your designated Event Manager within the stipulated timelines and terms outlined in your contract, including floor plans, timelines, and overall show program information.

Lastly, The DCC Finance Department will be your point of contact for all invoicing and payment needs. Invoices are sent via our internal payment system (Elite) and can be paid online via credit card. If another form of payment is needed, please contact our Accounting Manager, Kevin McCarty - (937) 535-5311. We accept all major credit cards, ACH, personal checks, and cashier checks.

## WHO IS THE INTERNET SERVICE PROVIDER AT THE DCC?

Internet is exclusively provided by HarborLink Network. Planners, show managers, and exhibitors are not permitted to bring in and/or utilize their own routers, modems, hotspots, etc. If internet is needed by an exhibitor, the exhibitor must fill out an order form and submit to DCC Exhibitor Services. If internet is needed by a planner or show manager, please work with the Event Manager assigned to your event.

## WHO PROVIDES ELECTRICAL AND PLUMBING SERVICES AT THE DCC?

All electrical and plumbing is managed by the DCC Facilities department. If utilities are needed by an exhibitor, the exhibitor must fill out an order form and submit to DCC Exhibitor Services. If utilities are needed by a planner or show manager, please work with the Event Manager assigned to your event.

Please keep in mind, electric needed for audiovisual equipment and services provided by Mills James will not be charged. If an outside audiovisual provider is utilized, all electric needed for their equipment and services will be paid for by the Lessee at the listed rate.

# FAQ

## WHO IS THE AUDIOVISUAL SERVICE PROVIDER AT THE DCC?

Mills James Productions is the preferred audiovisual provider and exclusive rigging services provider of the Dayton Convention Center. For over 40 years, Mills James has focused on elevating experiences through a unique combination of live and virtual event production, video and broadcast production, and scenic design services.

For more information on audiovisual or rigging services, contact:  
Ryan Grant, AV Manager  
(937) 478-7114 - rgrant@mj.com

## WHO IS THE FOOD AND BEVERAGE PROVIDER AT THE DCC?

Celebrate Dayton Hospitality, powered by Legends Global, is the exclusive food and beverage provider for the DCC.

For more information, contact Catering Sales Manager, Molly Minnick: 937-535-5305.

## WHO HANDLES SECURITY AND PUBLIC SAFETY AT THE DCC?

Security services are provided onsite by Sahara Global. Guards are available 24 hours a day to help you with any security needs. DCC Security maintains 24-hour coverage of perimeter areas, internal rooms and corridors, as well as all fire and safety alarms. Based on the needs and nature of your event, additional event security will be required. The cost of event security is the responsibility of the lessee. Please contact your Event Manager for a detailed event security plan and associated costs.

