



# CONGRESSMAN SOLOMON P. ORTIZ INTERNATIONAL CENTER

A PORT CORPUS CHRISTI PROPERTY PROFESSIONALLY MANAGED BY  **SPECTRA**  
BY COMCAST SPECTACOR

## ***POLICIES AND PROCEDURES***

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## Welcome to the Congressman Solomon P. Ortiz International Center

The Congressman Solomon P. Ortiz International Center (Ortiz Center), a Port Corpus Christi property managed by Spectra Venue Management and Food Services & Hospitality, is a community events center and conference center creatively carved from historic dockside warehouses. We regularly host a variety of events each year to include galas and fundraising events, weekly Rotary and other membership organizations, community based organizations meetings and events, city, county, state and federal agencies, trade shows, business meetings, social gatherings, proms, quinceneras and Sweet 16's and of course, weddings.

**We are Spectra**, the experts in hosting and entertainment, providing our clients with solutions and services that amplify the customer experience. We pride ourselves on our superior service and a client-focused approach, as we bring innovative solutions to your event. The Spectra team at the Ortiz Center simplifies any event planning needs with one stop shopping with our in-house catering, audio/visual capabilities, event space, vendor partnerships and staffing for every occasion.

The Ortiz Center offers a total of 73,805 square feet, with a 16,555 square feet of ballroom /exhibit hall space, five individual conference room spaces totaling 7,250 square feet, varying in size from 580 square feet to 3,140 square feet and 50,000 square feet of flexible outdoor space, overlooking the beautiful ship channel and illuminated Harbor Bridge. Our goal at the Ortiz Center is to provide the ultimate in service and meeting facilities. This Ortiz Center Guide is designed to assist you in the basics for planning your event at the Ortiz Center. To simplify this, the Ortiz Center manages all of your event details through just one Sales Manager for all your needs. Your Sales Manager is your single point of contact from start to finish! We're looking forward to a successful outcome.

### AIR CONDITIONING AND/OR HEATING

We provide full air conditioning and/or heating during the event, 2 hours prior to and 1 hour after event hours only. Partial air conditioning and/or heating is provided on move-in or move-out times. Additional heat and air is available during move-in or move-out times for an additional fee.

### ADVERTISING

Advertising for a specific event may not commence until a license agreement has been executed. Any advertising for an event at the Ortiz Center must have prior approval from Spectra, and should include the Ortiz Center logo. Non Profit and Community Based Organizations receiving sponsorships should include the Spectra/Ortiz Center combined logo. Art work can be obtained from your sales manager.

### ALCOHOL

All alcoholic beverages, including samplings, must be purchased through Ovations Food Services, dba Spectra Food Services & Hospitality, who holds the liquor license for the Ortiz Center. Additional security is required for events where alcohol is served. In compliance with state liquor laws, alcohol may not leave the premise. The Ortiz Center will comply with responsible alcohol beverage service program rules.

### AMERICANS WITH DISABILITIES ACT (ADA)

The Ortiz Center is a private event venue that is leased by various groups and individuals. We are sensitive to those with special needs and comply with the Americans with Disabilities Act (ADA) as required by a private event center. We ask all groups and individuals to comply with all provisions of the ADA when working with vendors in the production of their events. Our staff will happily work with you to assist patrons and address any questions or issues that arise. As a private event venue, the Ortiz Center does not have an assistive listening patch panel. Licensees are responsible for making accommodations to support their groups and/or productions.

### ANIMALS

With the exception of ADA service animals or animals used as part of an approved exhibit (i.e. dog or cat shows) or other activities (approved theatrical performances, etc), animals are not permitted in the Ortiz Center. **Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

A written request must be presented to the General Manager or designee by no later than 30 days prior to the event. When any approved display includes pens or enclosures containing live animals, the following minimal provisions must be made.

- *A protective coating such as plastic or visqueen must be used to protect all floors and any Ortiz Center equipment.*
- *Some type of absorbent (i.e. saw dust or fire retardant wood shavings) must be placed within the pens.*
- Curbing or barricades must be provided to contain animals
- Animals must be supervised at all times
- Provide clean up and proper disposal of absorbents and waste

Licensee will adhere to any and all other safety measures as required by the Ortiz Center.

Animals are not permitted within 50 feet of any food service preparation or service area. The only exception to this is the use of ADA service animals.

Licensee is responsible for ensuring that any approved use of animals within the Ortiz Center is also in adherence to any and all applicable local, state and federal laws.

## **AUDIO SYSTEM**

The Ortiz Center staff or their designees are responsible for the house audio system and they must supervise any connection made to this system. If an outside vendor needs additional hook-up to the house sound, mixing boards, etc., there will be an additional fee assessed per room at the prevailing rates. As a private event venue, the Ortiz Center does not have an assistive listening patch panel. Licensees are responsible for making reasonable accommodations to support their groups functions.

## **ATTENDANCE CAPACITY**

Room Capacity is determined by Federal, State, and Municipal fire and safety regulations and enforced by Ortiz Center personnel. No one shall admit into the leased space, a larger number of persons that has been contracted for and can freely and safely move therein. Check with your Sales Manager for the maximum room capacities.

## **BANNERS/SIGNAGE**

To keep our beautiful Ortiz Center looking that way (and to keep each group's event separate and special) banners, signs, pictures, notices or advertisements may only be placed in locations approved in advance and hung by the Ortiz Center staff.

## **BILLING/PAYMENT**

The Ortiz Center does not accept cash payments. As a service to our customers, Cashier Checks or Money Orders made payable to the Ortiz Center and Visa, MasterCard, Discover and American Express, are accepted for all payments. All exhibitors must pay in full at time of orders. All clients must pay their rental deposit according to the Ortiz Center Deposit Schedule. In order to reduce (or, hopefully, eliminate) bad debt write-offs, the Center reserves the right to request payment in advance for estimated additional costs beyond minimum rental.

For your convenience and clarification, a Work Order summarizing rent, additional charges and any credits is prepared after each event. Final payment is due 5 business days prior to the first move-in day.

## **BOOTH CLEANING**

The Ortiz Center is the exclusive provider of booth cleaning. This service is available at an affordable per square foot rate and includes trash pick-up and vacuuming the booth carpet. Booth cleaning will be performed by Ortiz Center staff. Services can be ordered by exhibitors utilizing the forms available in the exhibitor packet on our website.

## **BULK TRASH**

We ask you to take responsibility for removal of bulk trash prior to, during, and after the show. Bulk trash items include crates, pallets, boxes, or any items not easily removed by a push broom or vacuum. All exhibitor trash is to be removed and cardboard is to be broken down and disposed of properly. Proper disposal vessels will be provided at your request on the show floor. Any costs incurred by the Ortiz Center for bulk trash removal will be charged to show management at the prevailing rate. In the case that an additional dumpster pull is required there will be a fee of \$250 for the first dumpster pull and \$200 for each additional dumpster pull.

## **CONTRACTED SPACE PARAMETERS**

No event related equipment, freight, decorations, and miscellaneous items will be accepted prior to the commencement of the Licensee's contract. In addition, the aforementioned items must be removed from the Premises at the expiration of the Licensee's contract. Items left beyond this time will be treated as abandoned equipment and disposed of as the Ortiz Center sees fit.

## **CONTRACTOR'S SERVICE EQUIPMENT AND MOTORIZED VEHICLES**

For the safety of our exhibitors and employees, (and to keep our Ortiz Center looking good) all lifts, forklifts, pallet jacks, etc. are restricted to ballroom and outside use and with prior notification and approval from the Ortiz Center General Manager. No liquid fuel powered vehicles should be operated inside the ballroom due to noise, air pollution and fire hazard and may only enter through the loading docks or Plaza ballroom doors and with prior notification and approval from the Ortiz Center General Manager. A protective coating such as plastic or visqueen must be used to protect all floors. Only rubber wheel non-motorized freight carts are allowed in all other areas of the center.

## **COOKING (DEMONSTRATIONS) AND COMMERCIAL COOKING**

Cooking demonstrations or commercial cooking must be approved in writing by the Ortiz Center General Manager. Once permission is obtained, all cooking devices and operations shall comply with NFPA, Life Safety Code, 2000 edition. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from each other by a minimum horizontal distance of 2 ft. Cooking is limited to back of house in the main kitchen and banquet service area. Countertop fryers not exceeding 288 square inches and single well may be used without the necessary ventilating hood and surface protection equipment provided there is two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual. All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.

## **CRATE STORAGE/BOOTH STORAGE**

Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The ORTIZ CENTER inspects all exhibits to ensure compliance. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the ORTIZ CENTER. Items such as brochures, literature, giveaways, etc., within the booths are limited to a one-day supply. Consideration will be given for the storage of crates outside of the Ortiz Center.

## **DAMAGES**

The customer is responsible for all damages incurred as a result of your event. You will be informed of any damages which occur, after your event with written reports and photographs as soon as they are documented. A final walk-thru will take place at the conclusion of your event.

## **DECORATIONS**

The method and location of special installations must be approved in advance by Ortiz Center management. Final approval will be determined after consideration of other building tenants occupying the space at the same time. It's just our way of making sure everybody has a successful, safe and cost-effective event.

*(Below are what may appear to be a long list of official do's and don'ts below. But please try to think of it as very, very specific advice from a good friend.)*

Decoration guidelines include the following:

- No one may tape, nail, tack or otherwise fasten to ceilings, painted surfaces, columns, walls or windows with decorations of any kind.
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits lighting systems, charging stations, information desk, food & beverage stations or ATM machines
- All decorating materials must be constructed of flameproof material or treated with an approved fire retardant solution. Spot testing may be performed by the Corpus Christi Fire Marshal.
- No one may use adhesive-backed decals or stickers, nor may they be distributed anywhere on the premises.
- "Glitter" and confetti may not be used in the building.
- Only Ortiz Center personnel may move planters
- Only Ortiz Center personnel may move lobby furniture, and other equipment in the public areas.
- Helium balloons are allowed in the Grand Ballroom and Meeting Rooms with a \$100 deposit. If any balloons become loose and require retrieval by the Ortiz Center staff, a \$25 removal fee will be charged for the first balloon and \$5 for each balloon thereafter.
- Helium balloons are allowed if assembled by a licensed and insured Balloon or Floral Artist. Said artist will be required to submit a \$250 deposit, as well as a Certificate of Liability Insurance. For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling.
- All pools, decorative fountains, etc. must be waterproofed and may be tested by Ortiz Center Operations Department prior to installation.

- Show management will be responsible for removal and cleanup of any dirt, bark, mulch or similar materials used for decorating.
- Candles may be used only on tables when securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved in writing, by the Ortiz Center. The candle flame shall be protected and enclosed.
- Items that cannot be treated to meet requirements, such as, but not limited to, oilcloth, tarpaper, nylon, plastic cloth, and certain other plastic materials, are prohibited.

### **DRILLING / NAILS / STAPLES**

Drilling, nailing or stapling into any Ortiz Center surfaces or equipment is strictly prohibited. Licensee will be billed for replacement cost value of any damages resulting from non-adherence to this requirement.

### **EMERGENCY SITUATIONS**

In the event of a serious medical emergency, call 911 to report it immediately, and then dial "0" on any house phone to notify staff. The operator answering your call will follow up with the appropriate emergency services agency.

### **EMT (FIRST AID)**

The Ortiz Center recognizes that the safety, health and well-being of our guests are our top priority. To deal effectively with emergency situations and protect public safety, the Ortiz Center reserves the right to schedule EMT services at our discretion. Factors influencing this decision include, but are not limited to, event type, attendance and alcohol service. The Ortiz Center reserves the right to provide all necessary EMT personnel. EMT's will be billed on your final settlement at prevailing rates.

### **EVENT ESTIMATES & WORK ORDERS**

For your clarification, our Sales Managers will provide a Work Order to you at least 30 days prior to your event. You will be asked to sign the Work Order and agree to the charges prior to your event. The Ortiz Center Staff will service your event based on the details out lined in the Work Order. Changes to the approved Work Order may result in additional charges.

### **EVENT FLOOR PLANS APPROVAL PROCESS (Provided by lessee)**

1. One (1) copy of the event floor plan must be submitted to the Ortiz Center Event Management Department for review and approval at least 60 days prior to the event day. The plans should be no smaller than 8 " x 11" in size, and should clearly show adjacent lobbies and exit ways.
2. After Ortiz Center Management review and approval, the Event Management Department will forward plans to the Fire Marshal for review and approval, as required.
3. After review and approval, the Event Manager will return a stamped and approved set of plans to the event coordinator / show management and to the official service contractor, if any. The review process may take up to fourteen business days.
4. Floor plans must have an official signed and stamped approval by Ortiz Center Management and should not be published without this stamped approval.
5. The Fire Marshal approval of a floor plan is conditional. The final approval is given after an on-site inspection by field inspectors, as necessary.
6. The Fire Marshal will not accept floor plans for events at the Ortiz Center that are directly submitted by show management or by service contractors. The Fire Marshal will not meet with show management or service contractor representatives unless Ortiz Center representatives arrange the meeting.
7. If the final floor plan is different from the initially approved floor plan, it must be re-submitted, processed and approved before the first day of move-in.
8. All floor plans should clearly show the following:
  - Name and date of the event
  - Name of the area in use (e.g., CC Full Ballroom)
  - Official service contractor, if any
  - Date of initial drawing and all revisions
  - Labeled location of all exits

- Dimensions of all aisle widths
  - Lobby and other public access layouts
  - All contractor storage areas that will be maintained as on-site storage during exhibition hours.
9. Life safety guidelines for acceptable exhibit floor plans are as follows:
- A person should have to travel no more than 200 feet from any point in the hall to the nearest exit. Dead-end aisles may be no longer than 50 feet.
  - All fire hose connections, extinguisher cabinets, and alarm call stations must be visible at all times. Any column located in an aisle must have a minimum of 10 feet clear passage on at least two sides of the column.

### **EVENT PERSONNEL (Non Ortiz Center Employees)**

The Ortiz Center is committed to providing first-class customer service, maximum safety and effective cost controls. So we insist that Lessee, show managers, exhibitors, and service contractors be responsible for the conduct of their employees, subcontractors, and subcontractors' employees. Any cost of repair for damages to the Ortiz Center's equipment that may be caused by their employees will be the responsibility of the Lessee. Employees not in compliance with Center policy may be barred permanently from the Ortiz Center. This includes the following:

- Restricted areas of the Ortiz Center are labeled "Authorized Personnel Only" and are off limits to all personnel except authorized Ortiz Center personnel. Unauthorized personnel found in restricted areas will be reported to the appropriate employer and may be subject to permanent dismissal from the Ortiz Center.
- Profane language and disorderly conduct are not permitted at any time.
- The use of alcoholic beverages and illegal drugs are strictly prohibited at all times.

To maintain security, all event personnel including show and service contractor staff, exhibitor-appointed contract staff, temporary help, exhibitors and other workers affiliated with an event must enter and leave the Ortiz Center through the entrances and exits designated by Ortiz Center management and show management.

### **EXTERIOR DOORS**

Exhibitors should only use entranceways designated for loading exhibit materials in and out. For security reasons, other exterior doors may not be propped open for any reason. Only hand carried items can be brought through the front glass doors.

### **EXHIBITOR LIST AND EXHIBITOR PACKET**

An exhibitor list and sample exhibitor packet should be supplied to your assigned Sales Manager sixty (60) days prior to the event. The Ortiz Center service order forms (electrical, compressed air, and A/V, WiFi and telecommunications) are available online at OrtizCenter.com and should be included in the exhibitor kit provided to exhibitors by Show Manager.

### **FOG/SMOKE MACHINES**

For public safety, fog/smoke machines are not allowed at the Ortiz Center.

### **FOOD & BEVERAGE**

For health reasons and quality control, food and beverage services, including the Plaza and James Storm Pavilion, are provided exclusively by the Ortiz Center. The Ortiz Center provides banquet service, snacks, beverage service and concessions. No outside food/beverage is allowed with the exception of wedding cakes.

### **FOOD SAMPLES**

Food and beverage samples must not be greater than 2 oz. and must be manufactured, processed or distributed by the exhibiting firm and must be related to participation in the event. Sales of food & beverage items that are larger than 2 oz. in size and are designed for on-site consumption, may be permitted, but must be pre-approved by the Ortiz Center and are subject to a concessionaire buyout fee. Additionally all unsealed food products intended for sale requires a health permit. Securing of all necessary licenses and permits is the responsibility of the exhibitor. In some instances, a permit may not be required for sampling. Exhibitors are responsible for complying with all City of Corpus Christi and Nueces County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If an exhibitor is not in compliance or does not obtain the proper licenses or permits, the Health Department can shut down the booth.

Alcohol sampling is permitted with the written approval of the General Manager. Exhibitors who wish to distribute alcoholic beverage samples must contact the Ortiz Center 14 days prior to event and comply with the TABC MARKETING PRACTICES BULLETIN – MPB 002 “Wine, Beer and Other Alcoholic Beverage Tastings at Retail Accounts” .

For public health reasons, restrooms may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling are the responsibility of the Licensee. Securing of all necessary licenses, permits, etc. is the responsibility of the exhibitor and/or Licensee.

Exhibitors are responsible for complying with all Nueces County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If they are not in compliance or do not obtain the proper permits, the Health Department may shut down their booth.

## **FOOD SHOWS**

Food Show Special Conditions:

- Kitchen Access (not exclusive to LICENSEE, may be used simultaneously by LICENSOR), \$2,500.00 for (8) hours to include:
  - Use of ovens, fryers, & grill in main kitchen
  - Use of cook tops in main kitchen
  - Use of dishwasher in main kitchen
  - Use of up to one (1) double door reach in cooler
  - (3) staff members for kitchen clean-up
  - Grease rendering, utilities, chemicals
  - You will not be allowed to use: Utensils, pans, pots, chaffers, or serving utensils
  - Hot Box or Refrigerator rental \$150/box
  - Electricity & equipment will be available at additional charge
  - Cooking or cooking prep work on Ortiz Center carpeted areas must be covered with 3mm or greater visqueen plastic. LICENSEE will be billed for cleaning expenses on stained carpeted areas.
  - All freezers and refrigerators must be provided by LICENSEE
  - All utensils and cookware provided by LICENSEE
  - All ice provided by the LICENSEE.
  - LICENSOR can provide ice for a fee per 10lb bag.
  - Food Show vendors are allowed to distribute sample sizes of food and beverage.

## **FREIGHT/SHIPPING**

**ALL SHIPMENTS RECEIVED PRIOR TO THE FIRST MOVE IN DAY AND STORED AFTER LAST MOVE OUT DAY AT ORTIZ CENTER WILL BE CHARGED A STORAGE FEE. PLEASE SEE SHIPPING FORM FOR RATES. Any items received more than 2 weeks prior to move in day will be refused.**

When the Ortiz Center is serving as the shipping agent, all advanced and outbound shipping must be arranged through the carrier of your choice. Items sent directly to the Ortiz Center on move in day will not incur a fee unless a pallet jack is required for movement. When an outside vendor is being used, shipments made directly to the Ortiz Center on a move-in day must be routed to the attention of the Licensee or vendor. A representative **MUST** be present to receive all shipments. All equipment, freight, decorations, and miscellaneous items must be removed from the premises at the expiration of the Licensee's contract. Unless outbound shipping arrangements are made with Ortiz Center when serving as the shipping agent, items left behind will be treated as abandoned and disposed of as the Ortiz Center sees fit. The Ortiz Center is not responsible for lost or misplaced freight. The Ortiz Center is not responsible for any materials left unattended. Please make sure to get the appropriate labels from your Sales Manager or Event Manager before leaving packages unattended at the conclusion of the show. See document 17 A for Shipping & Storage Procedures

## **GRATUITIES**

Services provided by Ortiz Center employees will be performed in a timely and efficient manner without the need for extra incentives. With the exception of bartenders at events, our employees and subcontractors are not allowed to accept gratuities and may not accept free samples or product giveaways. Please help us avoid embarrassing moments by refraining from offering gratuities or samples to employees or management representatives. If you feel this policy is not being followed, please contact our General Manager at 361.879.0125, Ext. 11. Any such communications will be held in strict confidence.

## **GUN AND KNIFE SHOW POLICY**

- All Federal, State and Local laws must be posted and obeyed.
- ATF rules and regulations for dealer and private transactions must be posted at all show entrances.
- Federal Firearms Licensed exhibitors must provide a copy of their applicable licenses.
- Exhibitors shall supply a copy of their government issued photo identification for themselves and each of their employees.



- All guns must be unloaded, tied and the magazines removed. Colored Tie straps must run through the chamber to prevent firing (excluding firearms of concealed carry or open carry permit holders).
- No loaded magazines allowed in the show.
- All ammo must be in sealed containers. No loose ammo permitted.
- Black powder and Tannerite (exploding targets) are prohibited.
- No firearm or explosive device that has been declared illegal by the Federal Government, State of Texas, Nueces County, and/or City of Corpus Christi shall be brought to the show by either an exhibitor or the public.
- Illegal weapons and kits that convert legal weapons to illegal weapons shall be strictly prohibited from the show.
- Carts, dollies and baby strollers used to carry trade items cannot be brought into the show except by dealers.
- Off Duty CCPD, Port PD or approved security required at each entrance of the show to check all firearms and apply straps if necessary.
- Off Duty CCPD officers will be required during show hours at the entrance and exit of the show and roaming the show floor.
- Ortiz Center security to be roaming the parking lot to ensure no reselling of items. Sales outside of the building proper shall not be allowed.
- EMT must be present during show hours.
- Ortiz Center will not sell alcohol during show. No alcohol is permitted on the show floor.
- Ortiz Center security or approved overnight security required.

## **HAZARDOUS MATERIALS LABELING**

For the safety of the public and all employees, OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous materials contained therein, and appropriate hazard warnings. Exhibitors displaying or using hazardous chemicals must submit material Safety Data Sheets and manifests to the Ortiz Center no less than (30) days prior to move-in.

## **HELIUM BALLOONS**

Helium balloons are allowed in the Grand Ballroom and Meeting Rooms with a \$100 deposit. If any balloons become loose and require retrieval by the Ortiz Center staff, a \$25 removal fee will be charged for the first balloon and \$5 for each balloon thereafter. Helium balloons are ONLY allowed in the Ballroom if assembled by a licensed Balloon or Floral Artist. Said artist will be required to submit a \$250 deposit, as well as a Certificate of Liability Insurance. Helium balloons are not allowed to be displayed in the Pre-function/Foyer spaces of the Ortiz Center without prior written approval. For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling.

## **LIGHTING**

Full house lighting of all rented spaces are provided by the Ortiz Center for one hour prior to and during actual hours the event is open. Partial/work lighting is provided during move-in, move-out, and non-show hours when contracted. Full lighting is available upon request during these times, at a cost; a written request should be given to your Sales Manager prior to the event.

## **INSURANCE**

Coverage. Licensee shall obtain, at its own cost and expense, with insurance companies currently rated A VIII or better by Best's Key Rating Guide, commercial general liability insurance that insures all operations of Licensee contemplated by this Agreement. Such insurance must include the name and date of the events and shall name Ovations Food Services, L.P., the Owner, Port of Corpus Christi Authority and the Congressman Solomon P. Ortiz International Center as additional insured. Such insurance shall be written with a limit of at least One Million Dollars (\$1,000,000) per occurrence combined single limit for bodily injury, property damage and personal injury. Licensee shall also maintain, at its own cost and expense, with insurance companies currently rated A VIII or better by Best's Key Rating Guide, commercial automobile liability insurance, including coverage for the operation of owned, leased, hired and non-owned vehicles, in the minimum amount of One Million Dollars (\$1,000,000) per accident (PI and PD combined single limit). Such commercial general liability insurance shall be primary to and not contributory with any insurance coverage or self-insured program of Licensor. The Licensee shall ensure that the policy is not canceled or that a change in coverage is made without providing at least thirty (30) days' prior written notice to Licensor.

Certificates. Certificates evidencing insurance required pursuant to this Section 10 shall be provided to Licensor not less than thirty (30) days prior to commencement of the Term, provided that if this Agreement is executed and delivered less than thirty (30) days prior to the Term, the certificates shall be provided immediately upon execution of this Agreement. The policies shall also provide, and the certificate shall so note, that the coverages may not be canceled or that a major change in coverage may not be implemented without at least thirty (30) days' prior written notice given to Licensor.

As a courtesy and convenience, the Ortiz Center does offer clients the option of purchasing insurance through Comcast Spectacor for \$1.00/person. For more information about this helpful service, please contact your Sales Manager.

## **LASERS**

For public safety reasons, the US Coast Guard regulations and Homeland Security requirements of a facility within the inner harbor of the Port, only Class I lasers shall be permitted. Class II or greater are prohibited on the Ortiz Center property.

## **LOBBY FURNITURE**

Lobby furniture in the Ortiz Center will be permanently located in common areas for all our guests to use. If lobby furniture must be moved to accommodate an event in which these areas are not part of the contracted space, fees may apply.

## **LOST AND FOUND**

You should bring all lost items to the reception desk at the end of the event. The item will be tagged with the location found, along with the date, and who found the item. Lost items may be picked up by contacting the Ortiz Center at 361.879.0125.

## **MOTORIZED LIFT OPERATION**

For the safety of employees and exhibitors, only trained Ortiz Center Staff and Certified Riggers are allowed to operate motorized lifts and other material handling devices. Show Management operating their own equipment are responsible for damages occurring as a result of the use of the lift. All vehicles are subject to inspection and those that drip oil or other staining solutions will not be allowed into the Ortiz Center

## **MOVABLE WALLS**

The movable walls in the ballroom should only be installed and removed by Ortiz Center personnel.

## **MULTI-STORY EXHIBIT BOOTHS**

For safety reasons, exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theatres, must meet the following minimum life safety requirements:

- Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.
- Each enclosed or covered area must display a charged ABC type fire extinguisher with a minimum size of 10 lbs.
- Pending final approval, the maximum occupancy of the load-bearing area(s) in a multi-story exhibit shall be limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy shall be posted.
- There should be at least two means of egress from each load bearing area(s) in excess of 200 square feet in a multi-story exhibit or from each covered assembly area.
- A copy of the exhibit plans must be submitted to the Ortiz Center no later than sixty (60) days prior to installation. The plans must be certified and sealed by a licensed structural engineer or licensed architect. These plans will be reviewed by the Corpus Christi Fire Marshal and the City Planning and Development Service Department for approval and permit processing.
- Exhibits may not be installed without approval and permit processing.

## **NOVELTIES**

The Ortiz Center retains all rights and permissions for the sale of merchandise and novelty items sold within the Ortiz Center and on Ortiz Center premises. Merchandise and novelty products include, but are not limited to T-shirts, programs, pictures, records, tapes, books, and miscellaneous show promotion items. An Ortiz Center merchandise fee may be applicable.

## **PACKAGE INSPECTION**

For your safety and security, cartons, package or other containers brought in or removed from the Ortiz Center are subject to inspection.

## **PARKING**

The Ortiz Center operates two parking lots on the premises with 415 spaces and ample street. Portions of the lot are available for rental by Ortiz Center clients depending upon the amount of building space contracted and dates parking spaces are needed. Your Sales Manager can provide additional information if you are interested in renting a portion of the parking lot adjacent to the Ortiz Center. Motor home vehicles (RV's) and buses may not use the Ortiz Center parking lots for parking purposes. Overnight parking on Ortiz Center property is prohibited without prior written approval from the General Manager and at the owner/operators own risk. The Ortiz Center shall not be responsible for damages or loss of property.

Valet service is available at a fee for appropriate events at the Ortiz Center. Please consult your Sales Manager for further information regarding Valet Service for your event

## **PYROTECHNICS/FIREWORKS**

The use of pyrotechnics on Ortiz Center property is strictly Prohibited by Licensee. Pyrotechnics/fireworks displays, at the prevailing rates, can be organized through your Sales Manager.

- Use of sparklers may be organized through your Sales Manager and upon written approval.

## **RIGGING**

All rigging in the Ortiz Center shall be in accordance with all national, state and local safety codes, including, but not limited to, OSHA, BOCA and Ortiz Center policy. No rigging is allowed in the meeting rooms. Only Ortiz Center Staff or Certified Riggers are allowed to rig anything in Ortiz Center. Riggers must be coordinated through the Ortiz Center at prevailing rates.

For public safety reasons, Ortiz Center management must approve all rigging. The Ortiz Center reserves the right to retain consultants at the Licensee's expense to review or verify rigging specifications. Nothing may be attached to any Ortiz Center electrical, Fire Control or mechanical system. This includes ducts, electrical conduit or raceways, plumbing, acoustical baffles, or sprinkler pipes/devices. Rigging may only be attached to structural members.

## **ROOF ACCESS**

For public safety reasons, US Coast Guard regulations and Homeland Security requirements of a facility within the inner harbor of the Port, roof access is strictly prohibited without prior written approval of the General Manager upon approval from the Director of Port Security.

## **ROOM CHANGEOVERS**

The ballroom and meeting rooms shall be arranged in theater, classroom, conference, banquet, or reception style one (1) time. Changes to the original set will be charged based on costs associated with required labor.

## **MOVE IN & MOVE OUT**

Move-in and move-out days will be charged at 1/2 of the daily rental rate. During move-in and move-out, the ballroom lighting level is set at 50%. Minimal Heating or air conditioning is provided during move-in or move-out.

Additional lights, heat or air conditioning are available at the prevailing rate. The Ortiz Center reserves the right to maintain control of the loading area during load in and out. Security staff may be required for everyone's safety at the prevailing rate

## **SAFETY/FIRE CODE REQUIREMENTS**

The safety of all occupants of the Ortiz Center is our primary concern. Any unsafe condition or activity should be immediately reported to Ortiz Center Operations Department and supervisory personnel of the responsible party for corrective measures.

Those provisions of the NFPA 101 Life Safety Code 1994 edition and the 2006 International Fire Code for public assembly facilities have been established as a standard for review of occupancies and events in the Ortiz Center. The information contained in this outline is a summary of relevant provisions contained in these Codes as well as standard operating procedures established in cooperation with the Corpus Christi Fire Marshal.

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.) Certificate must be provided to the sales manager for all outside curtains and drapes).
2. All exits, hallways and aisles are to be kept clear and unobstructed at all times.
3. A 20 ft. roadway shall be maintained for fire equipment access to all parts of the building.
4. No part of a doorway, whether interior or exterior, hallway, corridor or vestibule leading to an exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.
5. Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor.
6. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in booths. Items such as brochures, literature, giveaways, etc., within the booths are limited to a one-day supply. Consideration will be given for the storage of crates in the Ortiz Center garage with prior notice and written approval from the Ortiz Center.
7. All outside displays that are under cover of the building roof or extension of the roof or porch area shall be governed by the same rules of an inside display.
8. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time while the Ortiz Center is open to the public. Moreover, it shall be unlawful to obstruct, or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.

9. All sawdust and shavings shall be thoroughly treated with an approved flame-retardant product, stored and maintained in a manner approved by the Fire Marshal. Hay and straw are not allowed in the Ortiz Center.
10. Placement of display vehicles within the ballroom or on the Plaza requires the prior written approval of the General Manager or designee. Licensee must submit a written request by no later than 30 days prior to the event. Please see Vehicles section of this manual for detailed requirements.
11. The use of liquefied petroleum gases inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Ortiz Center and the Corpus Christi Fire Marshal. Maximum LPG allowed for exhibition purposes is a 20 lbs cylinder. There may only be a maximum of 24 cylinders stored in the ballroom at any one time. In addition, the cylinders must be evenly distributed throughout the ballroom or the number of cylinders shall be greatly reduced.
12. All trash and refuse shall be removed daily from the Ortiz Center. For multi-day events, booth cleaning services are offered by the Ortiz Center at prevailing rate and may be coordinated by the show producer at a reduced price or through the OrtizCenter.com website for individual booth responsibility.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Ortiz Center and the Corpus Christi Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All hydrants and fire department connections shall be unobstructed at all times.
16. All electrical connections shall be in accordance with the Electrical Code and arranged for prior to load in. Requests made during load in shall be at double the prevailing rate.
17. All electrical cords, sound cable or other trip hazards shall be safeguarded. Gaffers tape is the only approved tape. Use of other tape that leaves residue on carpeting shall be charged to the licensee at the prevailing rate.
18. All appliances fired by natural gas shall be approved by the Ortiz Center and the Corpus Christi Fire Marshal, and installed in accordance with NFPA 54 National Fuel Gas Code before being used.
19. The Ortiz Center prohibits the use of welding and cutting equipment for demonstration purposes.
20. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal and secured according to requirements outlined in the 2006 International Fire Code. The Ortiz Center and the Corpus Christi Fire Marshal shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
21. There shall be no obstruction blocking exit doors from the outside of the Ortiz Center, such as vehicles parked in front of the doorways or barricades across sidewalks, etc.
22. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
23. No vehicles shall be parked in the Loading Zone for a period longer than 20 minutes. Violators will be towed at the owner/operators expense.
24. No vehicles shall be parked in Fire Lanes at any time. Violators will be towed at the owner/operators expense.
25. No flammable liquid or material shall be used or admitted inside of the Ortiz Center except by approval of the Ortiz Center and the Corpus Christi Fire Marshal. Prohibited materials include, but are not limited to kerosene, motor fuel, explosives, cryogenic gases, etc.
26. No person shall cause or permit any open flame, candles, and torches, etc. to be used in any place of assembly, except that candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the Ortiz Center. The candle flame shall be protected.
27. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from each other by a minimum horizontal distance of 2 ft. Countertop fryers not exceeding 288 square inches and single well may be used without the necessary ventilating hood and surface protection requirement, provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual.
28. All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.
29. All aisles in the ballroom shall be maintained at a minimum of six (6) feet clearance.
30. All covered structures in excess of one hundred (100) square feet in area shall be protected by an automatic smoke detection system approved by the Fire Marshal.
31. All floor plans submitted shall be totally representative of the ballroom, rooms, lobby and hallways and/or areas the events are held in, and include the location of manual pull stations, fire hose standpipe closet, exits, aisles, etc.

## **SALES TAX**

Sales Tax will be applied to all invoices to the licensee. Individual exhibitors need not obtain a temporary sales tax license in the state of Texas. All sales taxes are remitted through the exhibitors' place of business.

## **SECURITY**

Security is a high priority for the Ortiz Center. The Ortiz Center management staff is committed to working closely with city, county, state and federal law enforcement and public safety and emergency management officials. Ortiz Center exclusive in-house security reserves final rights to admit access of any persons to any Ortiz Center space.

Due to the current federal security climate, the Ortiz Center adheres to the International Association of Venue Managers' security best practices as a guideline for security. During elevated security alerts, additional security costs incurred as a result of these best practices may be passed on to the customer.

We provide 24-hour fire watch and building security. Security for the interior of the licensed space may be arranged through our exclusive security service. Contact your Sales Manager regarding scheduling needs and pricing.

The Ortiz Center requires specific levels of staffing during move-in, move-out, and show hours to monitor traffic flow, whose costs will be passed on to the customer. Your Sales Manager will schedule our in-house exclusive Security Services staff for these purposes. The prevailing rate per hour will be charged, per guard with a 4-hour minimum per Security Officer.

No one other than an on-duty state, county and municipal law enforcement officer serving in their own official capacity or working for the Ortiz Center may possess a weapon on Ortiz Center property with the exception of those in compliance with House Bill 910 (Handgun Licensing Program – Formerly known as Concealed Handgun Licensing), effective January 1, 2016. Please refer to [www.dps.texas.gov](http://www.dps.texas.gov) for the latest information.

Anyone found to possess a weapon may be reported and prosecuted to the fullest extent of the law.

## **SET UP INFORMATION**

In an effort to manage your event as efficiently as possible, no later than 60 days before the first day of the event, we require the Customer to provide for the Ortiz Center's approval, one (1) copy of a full and complete floor plan for the event, and, if requested, furnish a description of all electrical work. The Customer shall also provide the Ortiz Center with all other information required by Ortiz Center concerning the event such as room or ballroom set-ups, staging, and food and beverage requirements no later than 30 days before the first day of the event.

## **SERVICE CONTRACTORS, VENDORS AND SUB-CONTRACTORS**

All Service Contractors, Vendors and Sub-Contractors are required to carry general liability, auto insurance and workmen's comp. Contact your Sales Manager for minimum limits.

Service Contractors (i.e. decorators, AV services providers, display companies, etc.) may only have access to the Ortiz Center for set-up and tear down in accordance with the dates and times specified in the License Agreement. Licensee is responsible for contracting enough move in/out time for set-up and tear down by Licensee's contractors.

All service contractors must be identified with a badge while on-site. Any costs (i.e. damage, equipment rental, etc.) incurred by Licensee's service contractors will be the ultimate responsibility of the Licensee

## **SMOKING**

For the benefit of our patrons, guests, exhibitors, and employees, and in compliance with Texas state and local laws, the Ortiz Center is a non-smoking facility. Smoking is not permitted anywhere within the Ortiz Center. This includes the use of vapor/e-cigarettes. Smoking is allowed in designated outdoor areas of our premises that are located 25 feet away from any entrance. We are grateful for everyone's cooperation in preventing litter and inconvenience to others. Our goal is to create a pleasant and healthy environment for everyone.

## **SOUND LEVELS**

Maintaining sound levels will make sure that none of our guests are disturbed or interrupted by other events. Ortiz Center Management reserves the right to require sound levels to be lowered.

## **TAPE REMOVAL**

Lessee or its general contractor, vendors and sub-contractors are responsible for the removal of all tape and residue marks from the floors and carpets. The use of high residue tape is prohibited on any carpeted, tiled, concrete or hardwood surface floors. Only low residue carpet tape (e.g., Gaffers Tape, Polyken 105C or Renfrew #174) and low residue safety tape (e.g., Asiachem SST-736 or approved equivalent).

Tape down service is available at the prevailing rate. Day of tape down service may be provided to comply with safety requirements and will be charged to the Licensee at double the prevailing rate.

Tape or residue left on any surface will be removed by the Ortiz Center, as well as repair cost for any damage caused to a surface by the use of inappropriate tape, adhesive, cleaning chemicals or tools will be billed to the Licensee

## **TELEPHONE LINES**

Telephone lines are available for a nominal fee through the Ortiz Center as a service to our clients with advance notice and subject to availability. Long distance access is not available.

## **UTILITIES**

For safety reasons, installation of all utility services involving electrical, air, water, water drainage, or Internet / telephone connections must be performed by the Ortiz Center. All electrical equipment must meet the approval rating of U.L. (Underwriter's Laboratory).

The Ortiz Center equipment, such as extension cords, electrical panels, spotlights and fixtures are not to be removed by exhibitors, show managers, service contractors, or any other unauthorized persons. Violators will be assessed an appropriate charge for any removals.

Under no circumstances shall distribution panels or mechanical equipment be blocked or access impeded. Floor boxes may not be accessed by anyone other than the Ortiz Center Personnel.

## **UTILITY SERVICES – Exhibitors**

All service connections and overload protection equipment must be installed and removed by the Ortiz Center. Any connections requiring 208v will require a 2 hour minimum charge for an electrician. All equipment and material furnished shall remain the property of the Ortiz Center and shall be removed only by the Operations department at the close of the show. Available services can be ordered online at the OrtizCenter.com website under the Exhibitors section a minimum of five (5) business days in advance. Booth power will be turned on 1-hour prior to each day's show and turned off 30 minutes after closing. Written requests should be made to the Ortiz Center for installation of equipment with special voltage and/or other specialized power requirements. These requests should be received at least 30 days prior to the first scheduled move-in day.

Rates quoted for booth connections cover the cost of bringing one electrical service connection to the back wall of the exhibit booth or other location determined convenient by the Ortiz Center. These rates do not include connecting equipment, wiring or taping electrical cords to meet safety requirements, special placement, or relocation of service; these services are available for an additional charge. Anything requiring 24-hour current must be ordered in advance and requested in writing 72 hours in advance.

Orders will be processed and installed in a first-come, first-serve basis, or as we determine most convenient. Service will begin on the start date and end after the close of the show, unless special arrangements for early or late connection/disconnection have been made. If cancellation occurs before installation and more than 5 business days prior to the first scheduled move-in day, a 90% refund will be given. If cancellation occurs before installation and in 6 days or less than the first scheduled move-in day, a 75% refund will be given. If cancellation occurs after installation or after the start of the first scheduled move-in day, no refund will be given.

Non-exhibit and "non-production" use of the pre-function, ballroom, or meeting room permanent 120V electrical outlets is included in meeting room rental, subject to review. Electrical service for exhibit booth space, staging, lighting or other production lighting must be ordered through Ortiz Center. All electrical equipment must be properly tagged or marked as to the type and amount of current, voltage, phase, frequency, horsepower, etc. The use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs is prohibited. All extension cords must be 120 Volt three pronged, grounded cords. All exposed non-current carrying metal parts of fixed equipment must be grounded. All equipment, regardless of power source, must comply with local, state, and national safety codes.

The Ortiz Center reserves the right to refuse any connection or equipment that is deemed unsafe. Obstructions blocking utility floor boxes are subject to relocation as necessary. The Ortiz Center Operations department is authorized to cut floor coverings to permit installation of service unless otherwise directed. The Ortiz Center cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than Ortiz Center house electricians.

## **VALET PARKING**

Valet service is available for your events at the Ortiz Center and must be arranged through your Sales Manager. Arrangements for hosted or cash valet services are available.

## **VEHICLES**

### **Display Vehicles**

Placement of display vehicles within the ballroom or on the Plaza requires the prior written approval of the General Manager or designee. Licensee must submit a written request by no later than 30 days prior to the event.

The Floor Load Limit is 300lbs per square foot. Vehicle registration must be provided with the written request.

If approved, these displays will require additional protection of carpeting or other approved barrier to be placed underneath the vehicle for any possible leakage. The Ortiz Center has pads available for rental through your Sales Manager.

Licensee is responsible for ensuring that all such vehicles meet the following guidelines: Any motor vehicles utilizing flammable fuels, which are placed on display inside the Ortiz Center shall have no more than 1/5 tank or three (3) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. If the vehicle is to be kept in the Ortiz Center overnight a set of keys must be left with the Ortiz Center Operations department. Keys to the vehicle will be locked in wall safe overnight.

For the safety of all exhibitors, employees, and guests, motorized carts, forklifts, bicycles, etc. are not permitted, with the exception of load in/load out days after show hours. No liquid fuel powered vehicles should be operated outside the ballroom due to noise, air pollution, and fire hazard and are not permitted in pre-function space, or meeting rooms.

### **Move-In / Move-Out Vehicles**

Vehicles are not permitted within the Ortiz Center for loading and unloading without the prior authorization. All approved vehicles must be attended while in the Ortiz Center and may not have the motors running while stationary. All such vehicles must be removed prior to the opening of the event, and may not return until the event has closed and all attendees have vacated the area. Additional security personnel may be required.

## **WATER DISPLAYS**

All fountains or other decorative water containers must be waterproof and of sufficient density to avoid leaks. Plastic must be placed underneath the display for additional protection. All water displays must be pre-approved by the General Manager or designee.

### **WATER SERVICE (drinking)**

Water coolers are located throughout Ortiz Center at no additional charge to the client. Water service for tables and or bottled water service is available at a minimal fee. To ensure timely, quality service, we ask that all orders for water service be placed in advance of your event.

## **WATER, WASTE DISPOSAL, WARE WASHING**

No oils, combustibles, or any liquids other than water may be poured in the Ortiz Center drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed, or rinsed in Ortiz Center restrooms. Fountains, aquariums, cookware, pools, etc., may not be filled from Ortiz Center restrooms or janitors' closets. For water fills or drains, please contact your Sales Manager.

## **WELDING**

For public safety, and to protect our Ortiz Center, the use of welding equipment and cutting equipment as part of an exhibitor is prohibited.