



ORTIZ
INTERNATIONAL
CENTER



Hospitality

POLICIES, PROCEDURES & EXHIBITOR GUIDELINES

JANUARY 2022

Cynthia Woods, General Manager
Kirsten Pawelek, Executive Chef
Veralyn Amaya, Sales Manager
Cisco Ibarra, Banquet Manager
Carrie Owen, Office Manager

Table of Contents

Welcome
Advertising
Alcohol
Americans with Disabilities Act
Animals
Attendance Capacity
Contracted Space Parameters
Damages
Decorations
Drilling/Nails/Staples
Emergency Stations
Event Permit
Exterior Doors
Fog/Smoke Machine
Freight
Gratuities
Gun and Knife Shows
Helium Balloons
House lighting, ventilation, or air conditioning
Lobby Furniture
Lost and Found
Medical Personnel
Parking
Roof Access
Security
Service Contractors
Smoking
Tape Removal
Valet Parking
Vehicles
Water Displays

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

The Congressman Solomon P. *Ortiz International Center*, a Port Corpus Christi Authority property managed by ***Spectra/Oak View Group (OVG) 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, Quinceñeras and Sweet 16's, weddings, and anniversaries.

We are *Spectra/OVG*, 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/OVG*** team at the *Ortiz International 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 International 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 International Center* is to provide the ultimate in service and meeting facilities. We're looking forward to a successful event with you!

AIR CONDITIONING AND/OR HEATING

We provide full air conditioning and/or heating during the event, load in and load out. If you feel adjustments need to be made to make your event more comfortable, please let us know.

ADVERTISING

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

ALCOHOL

All alcoholic beverages, including samplings, must be purchased through ***Ovations Food Services***, dba ***Spectra/OVG*** Food Services & Hospitality, who holds the liquor license for the *Ortiz International 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 International Center* will comply with responsible alcohol beverage service program rules. Please note that all clients are charged both the **Mixed Beverage Gross Receipts Tax (6.7%)** and **Mixed Beverage Sales Tax (8.25%)**. Tax exempt clients are **NOT** excluded in the State of Texas.

AMERICANS WITH DISABILITIES ACT (ADA)

The *Ortiz International 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 International 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 International 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.

When any approved display includes pens or enclosures containing live animals, the following minimal provisions must be made:

- A written request must be presented to the General Manager or designee by no later than 30 days prior to the event.
- A protective coating such as Visqueen must be used to protect all floors and any Ortiz International 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 all safety measures as required by the *Ortiz International 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 International Center* is also in adherence to all applicable local, state and federal laws.

ATTENDANCE CAPACITY

Room Capacity is determined by Federal, State, and Municipal fire and safety regulations and enforced by *Ortiz International 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.

AUDIO SYSTEM

The *Ortiz International Center* staff or their designees are responsible for the house audio system, and they must supervise any connection made to this system. A labor charge is assessed for this service. For additional Audio/Visual services, you must contact our third-party vendor, Joe Cruz with *Advanced Nations Audio Visual*. He can be reached at avjoe@anavrentals.com. As a private event venue, the *Ortiz International Center* does not have an assistive listening patch panel. Licensees are responsible for making reasonable accommodations to support their groups functions.

BANNERS/SIGNAGE

To keep our beautiful *Ortiz International 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 International Center* staff.

BILLING/PAYMENT

The *Ortiz International Center* does not accept cash payments. As a service to our customers, Cashier Checks or Money Orders made payable to the *Ortiz International 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 International Center* Deposit Schedule.

For your convenience and clarification, a Work Order summarizing rent, additional charges and any credits is prepared after each event. Final payment is due 10 business days prior to the first move-in day.

Any event that is not able to pay their charges prior to their will need to submit a credit application with Spectra/OVG no later than 60 (sixty) days before the event.

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 International Center* for bulk trash removal will be charged to Licensee at the prevailing rate. In the case that an additional dumpster pull is required there will be a fee of \$350 for the first dumpster pull and \$250 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 International Center* sees fit.

CONTRACTOR'S SERVICE EQUIPMENT AND MOTORIZED VEHICLES

For the safety of our exhibitors and employees, (and to keep our *Ortiz International 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 International 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 International Center* General Manager. A protective coating such as Visqueen must be used to protect all floors. Only rubber wheel non-motorized freight carts are allowed in all other areas of the center. Service equipment and motorized vehicles are **NOT** allowed on any tiled surface including exterior entrance and interior lobby.

COOKING (DEMONSTRATIONS) AND COMMERCIAL COOKING

Cooking demonstrations or commercial cooking must be approved in writing by the *Ortiz International 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. Licensee and/or vendors will not be allowed to utilize *Ortiz International Center's* equipment, coolers, hot boxes, etc.

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 International Center* inspects all exhibits to ensure compliance. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the *Ortiz International 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 International 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 International 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.

Decoration guidelines include the following:

- Load in/out through the front entrance of the building is strictly prohibited. Clients and/or decorators must utilize Ballroom A entrance for load in/out.
- No one may tape, nail, tack or otherwise fasten to ceilings, painted surfaces, columns, walls or windows with decorations of any kind. An additional fee starting at \$250 will be charged.
- 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. An additional fee starting at \$250 will be charged.
- Only *Ortiz International Center* personnel may move planters.
- Only *Ortiz International Center* personnel may move lobby furniture, and other equipment in the public areas.
- Helium balloons are allowed in the Ballroom and Meeting Rooms. If any balloons become loose and require retrieval by the *Ortiz International Center* staff, a \$25 removal fee will be charged for the first balloon and \$5 for each balloon thereafter.
- Helium balloons may be assembled onsite if assembled by a licensed and insured Decorator, Balloon Artist or Florist. 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 International Center* Operations Department prior to installation.
- Licensee 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 International 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.
- The Licensee is ultimately responsible for any damage, injury, etc. occurring out of or because of the hanging or attachment to the Facility by any exhibitor, contractor, subcontractor, representative, agent, etc. during the Licensee Period.
- At no time will any item be attached to the ceiling grid, ceiling tile or a false ceiling of the Facilities.
- All beam structures or other painted structures are to be covered with a protective material before wire, cable, etc. is attached to ensure no damage occurs to painted surfaces.
- At no time will electrical lighting conduits, utility pipes or sprinkler systems be used as supports or as a source for attachment.
- Whatever goes up must come down! No wires, ropes, etc. should be left behind. All items must be completely removed before the end of the final event move-out day.
- The *Ortiz International Center* may refuse permission to hang, stop, terminate or delay the hanging/attachment process if it is concerned for safety reasons or concerned for damage to the Facilities. The *Ortiz International Center's* decision will be final in all cases. The venue retains the ultimate right to assign an on-site supervisor provided by the *Ortiz International Center*, at published rates, at time of rigging to approve all rigging.

DRILLING / NAILS / STAPLES

Drilling, nailing or stapling into any *Ortiz International 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 immediately notify an *Ortiz International Center* associate.

EMT (FIRST AID)

The *Ortiz International 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 International 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 International 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 International 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 International 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 International 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 / Licensee 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 International 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 International Center* that are directly submitted by Licensee or by service contractors. The Fire Marshal will not meet with Licensee or service contractor representatives unless *Ortiz International 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 International Center Employees)

The *Ortiz International Center* is committed to providing first-class customer service, maximum safety and effective cost controls. 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 International 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 International Center*. This includes the following:

- Restricted areas of the *Ortiz International Center* are labeled "Authorized Personnel Only" and are off limits to all personnel except authorized *Ortiz International 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 International 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 International Center* through the entrances and exits designated by *Ortiz International Center* management and Licensee.

EXTERIOR DOORS

Load in/out through the front entrance of the building is strictly prohibited. Clients and/or decorators must utilize Ballroom A entrance for load in/out. 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 International Center* service order forms (electrical, compressed air, and A/V, Wi-Fi 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 International 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 International Center*. The *Ortiz International 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 with a \$250 concessionaire buyout fee, but must be pre-approved by the *Ortiz International Center*. 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 **NOT** allowed at the *Ortiz International Center*.

FOOD SHOWS

- *Ortiz International Center* Kitchen Access is **NOT** allowed
- Electricity will be available at an additional charge
- Cooking or cooking prep work on *Ortiz International Center* carpeted areas must be covered with 3mm or greater Visqueen. LICENSEE will be billed for cleaning expenses on stained carpeted areas.
- All hot boxes, freezers and refrigerators must be provided by LICENSEE
- All utensils and cookware provided by LICENSEE
- All ice provided by the LICENSEE.
- 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 INTERNATIONAL 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 International 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 International 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 International 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 International Center* when serving as the shipping agent, items left behind will be treated as abandoned and disposed of as the *Ortiz International Center* sees fit. The *Ortiz International Center* is not responsible for lost or misplaced freight. The *Ortiz International 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.

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 International 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 International Center* will not sell alcohol during show. No alcohol is permitted on the show floor.
- *Ortiz International 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 International Center* no less than (30) days prior to move-in.

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 ***Port Corpus Christi Authority, Ovations Food Services d.b.a. Spectra Venue Management and Food Services & Hospitality, 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 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 International Center* does offer clients the option of purchasing insurance through **Spectra/OVG** or for \$0.50/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 International Center* property.

LOAD IN & LOAD OUT

Load-in and load-out days will be charged at 1/2 of the daily rental rate. The *Ortiz International 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

LOBBY FURNITURE

Lobby furniture in the *Ortiz International 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 International Center* at 361.879.0125.

MOTORIZED LIFT OPERATION

For the safety of employees and exhibitors, only trained *Ortiz International Center* Staff and Certified Riggers are allowed to operate motorized lifts and other material handling devices. Licensee 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 International Center*.

MOVABLE WALLS

The movable walls in the ballroom should only be installed and removed by *Ortiz International 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 International 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 International Center* retains all rights and permissions for the sale of merchandise and novelty items sold within the *Ortiz International Center* and on *Ortiz International Center* premises. Merchandise and novelty products include, but are not limited to T-shirts, programs, pictures, records, tapes, books, and miscellaneous show promotion items. A 20% (twenty percent) *Ortiz International 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 International Center* are subject to inspection.

PARKING

The *Ortiz International Center* operates two parking lots on the premises with 415 spaces and ample street spaces. Portions of the lot are available for rental by *Ortiz International 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 International Center*. Motor home vehicles (RV's) and buses may not use the *Ortiz International Center* parking lots for parking purposes. Overnight parking on *Ortiz International Center* property is prohibited without prior written approval from the

General Manager and at the owner/operators own risk. The *Ortiz International Center* shall not be responsible for damages or loss of property.

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

PYROTECHNICS/FIREWORKS The use of pyrotechnics on *Ortiz International Center* property is strictly Prohibited by Licensee. Pyrotechnics/fireworks displays, at the prevailing rates, can 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 International Center* shall be in accordance with all national, state and local safety codes, including, but not limited to, OSHA, BOCA and *Ortiz International Center* policy. No rigging is allowed in the meeting rooms. Only *Ortiz International Center* Staff or Certified Riggers are allowed to rig anything in *Ortiz International Center*. Riggers must be coordinated through the *Ortiz International Center* at prevailing rates. For public safety reasons, *Ortiz International Center* management must approve all rigging. The *Ortiz International Center* reserves the right to retain consultants at the Licensees expense to review or verify rigging specifications. Nothing may be attached to any *Ortiz International 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.

SAFETY/FIRE CODE REQUIREMENTS

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

Those provisions of the NFPA 101 Life Safety Code and the International Fire Code for public assembly facilities have been established as a standard for review of occupancies and events in the *Ortiz International 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 to 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 International Center* garage with prior notice and written approval from the *Ortiz International 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 International 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 International 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 International 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 International Center*. For multi-day events, booth cleaning services are offered by the *Ortiz International 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 International 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 International Center* and the Corpus Christi Fire Marshal and installed in accordance with NFPA 54 National Fuel Gas Code before being used.
19. The *Ortiz International 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 International 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 International 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/operator's 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 International Center* except by approval of the *Ortiz International 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 for candles that 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 International 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 International Center*. The *Ortiz International Center* management staff is committed to working closely with city, county, state and federal law enforcement and public safety and emergency management officials. *Ortiz International Center* exclusive in-house security reserves final rights to admit access of any persons to any *Ortiz International Center* space.

Due to the current federal security climate, the *Ortiz International 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 International 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 International Center* may possess a weapon on *Ortiz International 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 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

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 International Center's* approval, 1 (one) 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 International Center* with all other information required by *Ortiz International 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 International 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 International Center* is a non-smoking facility. Smoking is not permitted anywhere within the *Ortiz International 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 International 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 International Center*, as well as repair cost for any damage caused to a surface using 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 International 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 International Center*. All electrical equipment must meet the approval rating of U.L. (Underwriter's Laboratory).

The *Ortiz International 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 International Center* Personnel.

UTILITY SERVICES – Exhibitors

All service connections and overload protection equipment must be installed and removed by the *Ortiz International 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 International 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 International 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 International 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 International 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 International 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 International Center* Operations department is authorized to cut floor coverings to permit installation of service unless otherwise directed. The *Ortiz International 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 International Center* house electricians.

VALET PARKING

Valet service is available for your events at the *Ortiz International 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 International 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 International 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 International Center* overnight a set of keys must be left with the *Ortiz International 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, except for 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 International Center* for loading and unloading without the prior authorization. All approved vehicles must be attended while in the *Ortiz International 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.