



IRVING
CONVENTION CENTER
AT LAS COLINAS



Exhibitor Kit

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WELCOME



WELCOME TO THE IRVING CONVENTION CENTER AT LAS COLINAS

The Irving Convention Center, built in 2011, is a multilevel innovative facility with about 100,000 square foot of meeting/event space. Ideally situated on 40 acres in the heart of Irving's Las Colinas Urban Center, the Irving Convention Center is just one phase of a mixed-use entertainment district that includes a 350-room Westin Convention Center Hotel and the \$173 Million entertainment complex, the Toyota Music Factory, which is anchored by an 8,000-seat indoor/outdoor amphitheater operated by Live Nation.

As an exhibitor, we want to provide you with comprehensive information about all of the services you'll need for a successful experience at the Irving Convention Center. An array of tools are available which may be customized to fit your particular needs. The professional convention center staff is eager to assist you with the process.

Services our facility offers include:

- Complimentary WiFi
- Telecommunications
- Electrical and Utilities

You can find detailed information on each service within this kit. We are looking forward to working with you and providing you with a memorable experience, and wish you great success during the event.

The Irving Convention Center Team

HOW TO GET HERE



From DFW International Airport

- Exit DFW Airport using the North exit
- Proceed and take HWY 114 East (John Carpenter Freeway)
- Exit O'Connor Boulevard
- Turn left on O'Connor Boulevard
- Pass under HWY 114 and then turn left on Las Colinas Boulevard
- The Convention Center will be on your left

From Love Field Airport

- Exit Love Field Airport and turn right onto Mockingbird Lane
- Pass under Harry Hines Blvd and I-35 and turn right onto HWY 183 West
- Proceed and merge onto HWY 114 West
- Exit O'Connor Boulevard
- Turn right on O'Connor Boulevard
- Turn left on Las Colinas Boulevard
- The Convention Center will be on your left

IRVING CONVENTION CENTER EXHIBITOR'S PROCEDURES & PROTOCOLS

YOUR SUCCESS IS OUR GOAL

WELCOME TO THE CONVENTION CENTER

Exhibitor Move-in / Move-out / Parking

- All exhibitor move-in and move-out must be handled/ executed through the Convention Center loading docks only. (See map on page 4.)
- All booths and freight, regardless of size, must come through the loading docks and be transported on freight elevators. For the safety of our guests, passenger elevators or escalators are prohibited for use in transporting booths or freight.
- Specific dates and times for your move-in will be given to you by your Show Manager. During these times, please pull around to the back of the Center to the loading docks. Please note that no vehicles will be allowed on the dock ramps or inside the hall without prior approval.
- "No parking" zones, tow away zones and other restricted areas will be strictly enforced.
- When loading and unloading, make certain you do not block exit doors or obstruct with freight, equipment, display material, trash, etc.
- Please do not leave vehicles unattended in the designated unloading areas.
- Please note that the speed limit in the parking garage, loading dock and driveway areas is 10 mph. Vehicles are to be operated in a safe and prudent manner. Any actions, including speeding, erratic driving, etc., deemed unsafe by the Center are not tolerated. Failure to adhere to Center policies will be grounds for ejection from the premises and suspension of work privileges.
- All vehicles to be displayed on the Exhibit Hall floor must be pre-approved and meet Center guidelines. Please see Event Manager for details.
- Overnight parking is not allowed. The Center assumes no responsibility for vehicles left at the Center at any time.

Freight Deliveries

- All show/event freight inclusive of booth pieces are to be shipped to the show decorator and delivered to the Center during the designated move-in period. However, if there is no show decorator, the Center accepts advance freight deliveries for a nominal fee through J&S A/V at (972) 401-7748. Packages not prepaid will not be released to the exhibitor until payment is received. (See Material Handling Agreement on page 21.)
- The Center is not responsible for any equipment or materials stored at the facility.

Electrical, Telecommunications and Equipment

- The Convention Center uses Boomer Commerce online ordering site to help deliver accurate information. This will help collect all Electrical, Telecommunications and other needs that Exhibitors may have. Once Exhibitor Services receives the appropriate exhibitor list, each exhibitor will receive a personalized log-in to order Exhibitor Services items.
- Most simple electronics, i.e., televisions, computers, phone chargers, etc., require a simple 20 amp single phase 120V outlet. The Center provides these, as well as extension cords and power strips, for a fee.
- All electrical cords should be taped down with gaffers tape immediately after placement.
- The Convention Center provides, on an exclusive in-house basis, telecommunications services. The Event Manager can provide a Telecommunications form for you to complete and submit with payment prior to move-in.
- All Convention Center equipment (i.e., forklift, scissor lift, pallet jacks, ladders or any type of carts) is not for loan, or use, by exhibitors unless authorized/ pre-arranged with the assigned Event Manager.
- All "rigging" is exclusive to the Convention Center. Please contact J&S Audio Visual Services at 972-401-7748 for more detailed information.



Restricted Items

- Glitter and confetti are NOT permitted in the Convention Center. If participants use either of these items, the costs associated with the clean-up are the Licensee's responsibility.
- Helium balloons are NOT permitted inside the Convention Center. A \$100.00 fee will be charged for each balloon that has to be taken down from the ceiling. Guests will be asked to remove the balloon from the building and taken to their vehicle.
- No glass containers are permitted on the exhibit floor, meeting rooms or ballrooms without the prior written approval of the Center.
- Signs, decorations and related materials may not be taped, tacked, stapled, or nailed to painted surfaces, columns, fabrics, ceiling or decorative walls in the Center. Center permanent signage or banners may not be blocked in any manner. Temporary signs may not be attached to permanent Center signage. Contact your Event Manager to arrange for any special signage requirements.
- Candles are permitted with the approval of the City of Irving Fire Marshal Please see Event Manager for details. Allow no less than two weeks to send a request.
- Holes may not be drilled, cored or punched into any part of the Center or exterior premises.

- Service animals are permitted in the Center in accordance with ADA. Owner is responsible for Service animal. NO OTHER ANIMALS OR PETS ARE PERMITTED.
- The Irving Convention Center at Las Colinas is a drug-free and smoke-free environment. Smoking is not permitted within 25 feet of the building on the ground level.

Food and Beverage

- No outside food or beverage is allowed inside the building.
- Exhibitors are not allowed to sell any food or beverage products for consumption at anytime during an event unless proper approval has been given to the Exhibitor.
- Alcoholic beverages may not be brought into the Center.
- Center may prohibit the consumption of alcoholic beverages at any time. Individuals exhibiting behavior indicative of intoxication or the use of a mood-altering substance will be expelled from the Center premises.
 - *Serving alcohol at booths must be done exclusively by a TABC certified SAVOR...Las Colinas attendant/bartender. Alcohol must be purchased from Savor... Please allow no less than two weeks to order.*

CITY OF IRVING FIRE MARSHAL EXPECTATIONS

The provided document is intended to provide organizers and promoters with a synopsis of the fire code requirements during the planning phase of events taking place at the Irving Convention Center. Cooperative planning allows for flexibility and consideration of special circumstances that might arise during the planning phase of an event. Failure to provide plans can bring about circumstances that can limit the Fire Departments ability to consider alternative methods to achieve code compliance and safety, thereby requiring the Fire Department to enforce the Fire Code in its most strict interpretation. Such circumstances, in the most extreme cases, could force the Fire Department to shut down an event. Working together will significantly reduce the odds of such a circumstance from ever occurring.

Provided below are the general areas of concern for the ICC in regards to fire code compliance. Feel free to contact the Fire Marshal's Office anytime a question arises regarding fire code compliance.

Occupant Load (IFC 1002)

Occupant loads established by the Building Code Official shall be strictly adhered to. Signs shall be posted throughout the ICC as required by Code.

Definition – The number of persons for which the means of egress from a building or portion thereof is designed.

Site Inspection (IFC 109.3, 111.4)

The Fire Department shall conduct a site inspection prior to the event to ensure adequate time for mitigation measures for any fire code deficiencies. Any unacceptable issues found before or during the event can be cause for cessation of that activity or event until deficiencies are corrected. Events without plans and visits will be subject to stop orders.

Fire Lanes (IFC 503)

- Minimum width: 24 feet unobstructed with 14 feet of vertical clearance.
- Where fire lanes are required, approved signs or markings shall be provided to identify fire lanes so as to prevent obstructions.
- Fire Lanes must not be blocked at any time, for any reason.

Fire Extinguishers (IFC 906)

- For general fire protection a 2A-10BC size extinguisher is recommended and will be required throughout the building per code.
- Fire extinguishers must be inspected and tagged by a state-licensed inspector annually. Extinguishers without an inspection tag or with an expired tag will not be permitted.
- A class K rated portable extinguisher is required to be within thirty (30) feet of a cooking location. This is in addition to the 2A-10BC general fire protection extinguisher.

Exits (IFC Chapter 10)

- During event hours, exits may not be locked, fastened or blocked in any manner
- At outdoor events where patrons are assembled in a fenced, barricaded, or roped off area emergency exits must be provided. The size and number of these exits will be approved by the Fire Marshal's Office.
- Emergency exits must be marked by a durable weather resistant red sign with white lettering. The minimum size of lettering for such signs is six (6) inches in height with a 3/4 inch stroke (width).



Exterior Tents, canopies and other membrane structures (IFC 2401.1)

- A permit is required for tents or membrane structures with an area in excess of 400 square feet and canopies in excess of 1600 square feet.
- For assembly type tents assigned an occupant load of 50 or more people a detailed site plan is required. This plan should include details on exiting, seating, and any heating or electrical equipment.
- Tents, canopies and membrane structures shall not be located within 20 feet of other tents, vehicles or internal combustion engines. There shall be a fire break between tents with a minimum gap of 12 feet and be free of guy ropes or other obstructions.
- Tents, canopies and membrane structures must be properly anchored and braced to withstand weather conditions and protect against collapse.
- Before a permit is granted, a certificate of flame resistant treatment must be provided. Structures shall have a permanently attached label bearing the identification of size and fabric or material type. Hay, shavings or similar combustible material shall not be located within these structures.
- No combustible materials shall be stored within 20 feet of the exterior of the tent, canopy or membrane structure.
- Trash shall be removed daily.
- No fireworks shall be discharged within 100 feet of any tent, canopy or membrane structure.

Interior Tents, Canopies and Membrane Structures

Tents will not be allowed inside the ICC. Canopies will be allowed on a limited capacity.

Below are the requirements that must be followed.

- No canopy larger than 10x10 sq. ft. will be allowed.
- Canopies shall not be placed side by side, or back to back to create an overall canopy larger than 10x10 sq. ft.
- The minimum distance between canopies shall be 40 feet.
- Only one (1) canopy shall be allowed in a 4,000-square-foot area.
- There shall be a 2A-10BC fire extinguisher placed at each canopy.
- Vehicles will not be allowed to be stored underneath canopies inside the ICC.

Display of Motor Vehicles inside The ICC (IFC 2404.18)

- Disconnect batteries
- No fueling or defueling inside the ICC
- Fuel in tank shall not exceed one-quarter tank or 5 gallons whichever is less.
- Fuel tank openings shall be locked or otherwise secured.
- Drip Pan under vehicle to catch any fluid residue
- Client to turn keys over to the ICC Security Office.

Food Preparation During Exhibition or Demonstration

Food shows present a special hazard for fire and life safety. The following regulations are provided in order to mitigate as many of these hazards as possible.

1. All food shows must be permitted by the Irving Fire Department. The following are required for this purpose:
 - Layout of show, including aisle widths, exit doors, fire extinguisher type and placement, cooking appliances, seating, stages, etc.
 - UL listing on all cooking appliances. Cut sheets must be supplied.
 - Layout of individual booths where there will be cooking.
2. Cooking and/or warming appliances must be isolated from the public. Place a minimum of 4' back from the booth, or provided with a barrier between the cooking/warming device and the public.
3. Individual cooking/warming devices shall not exceed 288 sq. in. surface area.
4. A minimum of 2' shall be kept between cooking devices.
5. The surface which holds the cooking/warming device shall be of a non-combustible material.
6. Combustible materials shall be kept a minimum of 2' away from cooking/warming devices.
7. A minimum 2A-10BC fire extinguisher and a lid or an approved automatic extinguishing system shall be required of any booth utilizing cooking or warming devices.
8. Canned Heat is allowed for warming only and must not be refillable. An approved safety can must be provided where Canned Heat is used for disposal of the empty cans. (See Event Manager for details.)
9. Candles are not allowed for cooking or warming.
10. No flaming food preparation allowed in booths.
11. No propane or butane allowed for cooking or warming.
11. Deep fat fryers require splash guards on 3 sides. A class K fire extinguisher is required where deep fat fryers are used.

CITY OF IRVING HEALTH INSPECTOR RULES AND REGULATIONS

TEMPORARY EVENT FOOD GUIDELINES

Temporary Event – A single event not lasting more than fourteen (14) consecutive days.

Food – All edible substances, ice, beverages, and ingredients to be sold or given away.

Permitting Guidelines

Any group, organization, company or individual selling or offering any food item which includes all edible substances, ice, beverages and ingredients must obtain a Temporary Food Permit. All foods to be served must be listed on the application. Permit applications may be obtained from the City of Irving Inspections Department at 825 W. Irving Blvd. (972)721-2371. The food permit application may also be obtained from the Inspections Department home page at www.cityofirving.org/inspections.

- An origination fee of \$50.00, plus \$5.00 per booth, per day of the event, not to exceed 14 consecutive days must be paid prior to the event.
- Anyone who is found to be operating a temporary event without a permit will be charged a **double fee, or may be shut down.**
- Establishments holding a permanent food permit in the city will be required to obtain a permit but will not be charged a fee by the city.
- Prepackaged non-potentially hazardous foods will not require a permit, but do require permission from your Event Manager.
- Private events such as company picnics or parties at a business – not open to the general public – will not be required to obtain a permit, but must have prior permission and will incur an outside vendor fee of \$750.00.
- Exhibitors must have permits sent to the Event Manager no later than 10 business days before the event.

Requirements

Please reference requirements and city guidelines on the City of Irving's Website: www.cityofirving.org/281/inspections.



City of Irving - Temporary Food Event Permit Application

Please complete and return this application and applicable fee (**\$50 fee + \$5 a day per booth**)

BY MAIL - City of Irving - Inspections Department, P. O. Box 152288, Irving TX 75015-2288

IN PERSON - Inspections Department, 825 W. Irving Blvd., 2nd Floor, Irving TX 75060

PLEASE READ THE BELOW GUIDELINES BEFORE SUBMITTING THIS APPLICATION

- ALL MENU ITEMS MUST BE APPROVED BY THE CITY OF IRVING INSPECTIONS DEPARTMENT PRIOR TO THE PERMIT BEING APPROVED. Contact Inspections at 972-721-2371 for more information
- The applicant is not entitled to a refund of permit fees if a permit is not approved by the department
- All temporary food event guidelines must be followed or subject to permit suspension. For more information visit www.cityofirving.org and view the Temporary Food Event Brochure (PDF) on the Health Inspections page
- Applications received less than 3 working days prior to the event are subject to a \$50 late fee
- Foods that require extensive preparation or cooking must be prepared at a licensed food establishment

LICENSED FOOD ESTABLISHMENTS

- A food handler certification may be required by the department
- A copy of the food permit and a copy of the most recent health inspection report from the licensed food establishment being used to prepare food for the event is required prior to the permit being issued (except Irving, TX licensed locations)

ON-SITE FOOD PREPARATION (UNLICENSED FACILITIES)

- Foods may be prepared on-site if the foods require limited preparation and are approved by the department
- One person at the event must have an accredited food handler certification. The certification shall be submitted to the department prior to a permit being approved
- All time controlled for safety foods (TCS foods) must be obtained the day of the event, receipts must be kept on-site
- If receipts of TCS foods are not provided, the department may prohibit the use of those foods at the event

EVENT INFORMATION <input type="checkbox"/> \$50 late fee (application received less than 3 working days prior to the event)		
# of booths	Name of organization / business	Event location address
Reason for event: <input type="checkbox"/> festival <input type="checkbox"/> carnival <input type="checkbox"/> fund-raiser <input type="checkbox"/> public exhibition <input type="checkbox"/> celebration <input type="checkbox"/> sporting event <input type="checkbox"/> _____		
Dates / times of event (if extensive, submit a separate list)		
List of food and beverage items / location of where each item will be prepared (if extensive, submit a separate list)		
Equipment to be used for maintaining hot and cold temperatures if applicable (if extensive, submit a separate list)		
Sanitizer type: <input type="checkbox"/> chlorine <input type="checkbox"/> quaternary Flooring type: <input type="checkbox"/> concrete <input type="checkbox"/> asphalt <input type="checkbox"/> plywood <input type="checkbox"/> platforms <input type="checkbox"/> tarps <input type="checkbox"/> mats		
UNLICENSED FACILITY (FOOD PREPARATION ON-SITE) <input type="checkbox"/> food handler certification received		
Facility name		Phone
Facility address		Facility email
LICENSED FOOD ESTABLISHMENT <input type="checkbox"/> Mobile food unit <input type="checkbox"/> Permanent food establishment		
Business name		Email
		Phone
Facility address		City / State / Zip
<input type="checkbox"/> copy of food permit <input type="checkbox"/> copy of most recent health inspection report (if located outside of Irving, TX)		
PERSON IN CHARGE OF EVENT *Person in charge is subject to citations for violations of city ordinance that occur		
Full name		Govt. photo identification (Type / ID #)
		Cell phone
Home address		Date of birth
		City / State / Zip
APPLICANT INFORMATION		
Name		Phone
Work title		
I have submitted the above information for application of a permit from the City of Irving, Inspections Department. I verify that all of the information submitted is accurate.		
Signature	Print Name	Date

SAVOR... FOOD AND BEVERAGE POLICIES

1. All food, beverages and concessions are operated and controlled exclusively by the Center's catering Department.
2. As per company policy, it is not permitted to take any food and beverage off property.
3. All food and beverage prices are subject to change.
4. All catering services requested must be paid before the event date.
5. An administrative fee and 8.25% sales tax will be added to any order. Administrative fees are taxable at 8.25%.
6. Any and all exhibitors offering food or beverage sampling must have approval by SAVOR...Las Colinas. Upon approval, the exhibitor will then adhere to the following:
 - a. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies and are related to the purpose of the show.
 - b. Sampling of products must be approved by SAVOR...Las Colinas. Upon approval, samples must be limited to the following: food items are limited to bite-size portions of 2x2 inches or 2-ounce portions; Non-alcoholic beverages are limited to a maximum of 4-ounce sample size.
 - c. Alcoholic Beverage Sampling:
 - i. Alcoholic beverages cannot be sold by exhibiting companies at any time.
 - ii. Alcohol can be served as early at 10am only in conjunction with food service. Otherwise, alcohol cannot be served before noon.
 - iii. All alcohol must be served in disposable cups; no cans or bottles allowed.
 - iv. Distribution of alcoholic products must be ordered, monitored and overseen by a TABC attendant or bartender from SAVOR... Las Colinas.
 - v. Alcoholic Sample sizes include:
 - Beer: 4 oz
 - Wine/wine coolers/spirit coolers: 2 oz
 - Liquor/liqueurs: 0.5 oz
 - d. Food and/or beverage items used as traffic promoters (i.e., popcorn, coffee, bar services, etc.) must be purchased from SAVOR... Las Colinas.
 - e. Restrooms, concession stands, and/or facility kitchens may not be used as clean up areas.
 - f. Space utilized for storage, preparation, etc., of product must be approved in writing by SAVOR...Las Colinas and may be subject to additional fees.
 - g. Securing of all necessary licenses, permits, etc., is the responsibility of the Licensee/Exhibitor.
 - h. Costs associated with the disposal of trash, waste, etc., from exhibitor sampling area are the responsibility of the Licensee and/ or Exhibitor.
 - i. Serving alcohol at booths must be done exclusively by a TABC-certified and SAVOR...Las Colinas attendant/bartender.
 - j. Exhibitors are not allowed to sell any food and beverage products for consumption at any time during the event.
 - k. Licensee is responsible for informing all parties of the Center's food and beverage policies.
 - l. All alcohol or beverage services must be purchased through Savor...



**Irving Convention Center
at Las Colinas**

500 W Las Colinas Boulevard

Irving, Texas 75039

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irvingconventioncenter.com

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