



# CONVENTION & EXPO CENTER

Address: 11475 FM 1442, Suite B, Orange, TX 77630  
 Web: www.co.orange.tx.us Phone: 409.769.7224

This agreement outlines the terms and conditions for an event scheduled to take place at the Orange County Convention & Expo Center. It is entered into by and between Orange County, Texas (Facility Owner/Operator) and the Client (Person/Organization) renting the facility for the specified event.

Event Date:		Event Name or Type (Luncheon, Fundraiser, Etc):		
Rental Agreement #:		Authorized Event Contact Name:		
Number Attending:		Room(s) Reserving:		
Organization (If applicable):				
Address:				
Phone:		Email:		
Door Schedule Setup/Other	Date:	Unlock Time:	Lock Time:	
Door Schedule Setup/Other	Date:	Unlock Time:	Lock Time:	
Door Schedule Setup/Other	Date:	Unlock Time:	Lock Time:	
Setup/Other	A/V Setup Time:	Security Arrive Time:		
Event Time Schedule	Event Start Time:	Event End Time:	Vacate Building by:	
Event Insurance Required?	Additional Info:			

SAMPLE  
 This portion will be completed with your specific event details prior to signing

INITIAL ESTIMATE OF RENTAL FEES - FINAL CHANGES MUST BE MADE AT LEAST (30) DAYS PRIOR TO EVENT DATE			
DESCRIPTION OF RENTAL FEES	QUANTITY	RATE	AMOUNT
Ballroom Rental	0	\$ 1,500.00	\$ -
Extra Hours (If approved)	0	\$ 75.00	\$ -
Pipe & Drape - 30' Section	0	\$ 175.00	\$ -
Accent Lighting	0	\$ 75.00	\$ -
Audio/Visual Equipment	0	\$ 175.00	\$ -
Dupont Conference Room Rental	0	\$ 175.00	\$ -
Conference Room #2 Rental	0	\$ 175.00	\$ -
Refundable - Damage/Cleaning Deposit	0	\$ 300.00	\$ -
A minimum \$250 Date Reservation Deposit (Non-Refundable) is required to secure the event date and is applied toward the final rental balance. If the full rental balance is paid upfront, \$250 of that payment will be designated as this deposit.	Rental Total:		\$ -
	Date Reservation Deposit:		\$ -
	Estimated Rental Balance:		\$ -

**By signing below, the client agrees to all of the terms and conditions of this agreement.**

Authorized Event Contact Printed Name  Denisha LaFleur Expo Director Printed Name	Authorized Event Contact Signature   Expo Director Signature	Date  4/21/2026 Date
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## Definitions

For the purposes of this document, the following terms shall have the meanings ascribed to them below:

- A. **County** means Orange County, Texas, owner and operator of the OCCEC.
- B. **Orange County Convention and Expo Center (OCCEC)** also referred to as the Expo, or the facility, means the building, parking lot, and property located at 11475 FM 1442, Orange, TX 77630. It may also refer to the Orange County department responsible for the daily management, administration, and operation of the OCCEC.
- C. **Client** means any person, firm, association, organization, partnership, company, or corporate entity that enters into a Rental Agreement with the County to use a specified portion of the Expo.
- D. **Expo Director** means the director, assigned by Orange County Commissioner's Court in Orange County, Texas that has full authority to act on behalf of Orange County in the management, administration, and operation of the Expo.
- E. **Event** - An event is a planned public or social occasion where people gather to participate in various activities, celebrate, learn, or engage in discussions on particular topics, etc. that occurs in a certain place during a particular interval of time. In this document, the client's event refers to the primary purpose and content for which the County facilities are rented and during the timeframe outlined in the rental agreement.
- F. **Event Day** means the calendar date and time specified in the Rental Agreement when the Expo is occupied by the Client, Client's vendors, volunteers, exhibitors, contractors, delegates, paid attendees, and invited guests.
- G. **Event Assistants** means the people that the client has arranged to help during the rental period, including but not limited to the client's employees, volunteers, board members, contractors, vendors, representatives, family members and all others that will be helping at the Expo during the rental period.
- H. **Expo Staff** means Expo department personnel that may be assigned as the primary contact to assist in the planning and coordinating of event details and will be onsite during events to ensure that the terms of this agreement are being followed.
- I. **Permitted Caterer(s)** means a caterer that has an Orange County Food Service Permit from the Orange County Environmental Health and Code Department.
- J. **Rental Period** means the timeframe the client has rented the facility for and includes the time it takes for the client and vendors to move-in, set up, host the event, cleanup and move-out after the event.
- K. **Vendor(s)** means any and all service providers contracted by the Client, including but not limited to caterers, DJ's, decorators, coordinators, bartenders, audio/visual, event security, shuttle companies, rental outlets, etc.
- L. **Self-Catered** means food will be brought in by the Client to be warmed and served and not a permitted caterer.

## Authority and Event Management

The Expo Director has full authority to act on behalf of Orange County, Texas in the management, administration, and operation of our facilities. For the purpose of planning and presenting events at the Expo, the Director may delegate authority to an Expo Staff member to act on their behalf during events. To provide exceptional, seamless service, all questions and requests for building services and equipment must flow through the assigned Expo Staff who will be the primary contact during events.

## Mandatory Event Cancellation

The primary purpose of the Expo is serving as an Emergency Management Command Center for First Responders in a catastrophic event. Should an evacuation order, declared disaster, or any other event or circumstance that requires the activation of the Expo as an Emergency Operations Center occur, scheduled events will be cancelled. Additionally, events may be cancelled due to other issues beyond our control, for example, power failure, storm damage, fire, flood, riots, etc. In either scenario, clients will be notified as soon as possible and a full refund of sums paid to the Expo will be issued and shall be the sole and exclusive remedy in the event of a cancellation under this provision.

## Event Planning

Every event is different; the policies, rules, and regulations set forth in this document cannot cover every scenario. Therefore, if there is something that is not covered in this rental agreement, the County reserves the right to determine necessary considerations on an as-needed basis. Our sole effort is to ensure the success of our client's events and safeguard the safety and experience of all our visitors.

The client shall represent the exact purpose for which the premises are being rented in the Rental Agreement, and any misrepresentations shall be grounds for immediate cancellation/termination of the event.

## Payments

Payment for event reservations, services and/or equipment is due in full; no later than fourteen (14) days prior to the beginning of the rental period. Payment can be via cash, check, and credit card. Reservations will not be confirmed until a signed rental agreement is in place.

- Credit Card payments will have a convenience fee of 2.5% added with a minimum charge of \$3.00.
- A non-sufficient funds (NSF) fee of \$25.00 will be charged for all returned checks. This action may also result in the immediate cancellation of the event reservation.

## Deposits

**Date Reservation Deposit:** A *non-refundable* \$250 Date Reservation Deposit is required to secure an event date for events held in the ballroom and is applied toward the final rental balance.

**Damage/Cleaning Deposit:** A *refundable* Damage/Cleaning Deposit is required to cover costs associated with excessive cleaning, damage to the facility, run-over times, or other rental agreement violations.

- *Deposit Amount:* The minimum deposit amount is \$300.00. The final amount, determined by the Expo Director, will be based on the event's size, type, and amount of equipment brought on-site.
- *Payment Due Date:* The full deposit is due no later than fourteen (14) days prior to the beginning of the rental period along with the final rental balance.
- *Refund Eligibility:* A deposit refund is contingent upon compliance with all terms of the rental agreement and the satisfactory condition of the facility, as determined by Expo Staff at the conclusion of the rental period.
- *Additional Costs:* The client is responsible for, and will be invoiced for, any damage or cleaning costs that exceed the deposit amount.
- *Refund Processing:* If eligible, the refund will be issued via check from Orange County. Please note that it may take up to four (4) weeks to receive refunds.

## Modifications/Cancellations

The client must submit all requests for modifications or cancellations to this rental agreement in writing to the Expo Director.

- An initial estimate of the rental fees is provided in this agreement. The final rental fee charges must be confirmed and finalized at least (30) days before the event. This final amount will be documented on a separate invoice and will not require a new signature to this agreement.
- Written orders for any services, accommodations, equipment, or materials must be submitted in writing by the client no less than 30 days prior to the event. If this information is not received within the required timeframe, and/or substantial changes are requested after labor has been scheduled, the client will be invoiced for the labor to set and/or change these areas. Any modifications made within (30) days of the event will also result in an additional \$25 administration fee added to the final rental fee charges. No modification requests will be accepted or allowed within (14) days of the event.
- Cancellations 60 days or more before the event: A full refund of rental fees paid will be issued, with the exception of the non-refundable \$250 Date Reservation Deposit.

- Cancellations less than 60 days before the event: No refund will be issued for rental fees paid, with the exception of the Damage/Cleaning Deposit, if applicable.
- Any rental fee balance not paid in full at least (14) days before the rental period will result in the cancellation of the event, and a forfeiture of all rental payments.

## Basic Rental Inclusions

Included in the basic rental are the following services and equipment:

**Staff:** The Expo Director or a designated Expo Staff member will be assigned to work with the Client during the planning, move-in, event, and move-out processes.

### Conference Rooms:

All Conference Rooms Include the Following:

- One Video Screen
- One Video Projector (HDMI Connectivity)
- Dimmable Lights
- Counter Space with Sink
- One ½ Round Speaker/Presenter Table
- 6ft or 8ft Tables depending on room layout.
- Rolling Chairs
- Portable Dry Erase Boards
- One (1) daily cleaning of each rented space
- Complimentary wireless internet in designated public areas.

Additional Item(s) Available for Use When Available:

- Tabletop Podium/Lectern (2 Available)

**\*Note:** Each conference room has a standard room setup that includes a certain number of tables and rolling chairs arranged in a particular order. Room re-sets will incur an additional charge of \$75.00 each.

### Ballroom:

- Tables and chairs are included in the ballroom rental rate
- One (1) table and chair set-up for each rented area of the ballroom during the rental period. Re-sets will incur an additional charge of \$75.00 each.
- Limited use of the Warming Kitchen. Please refer to the “Warming Kitchen Use” section for more detailed information.
- Stage – a 16’ x 24’ by 25.5” high stage with black skirting around it and two sets of stairs.
- Podium
- Complimentary wireless internet in designated public areas.

## Time Restrictions and Conditions

The daily ballroom rental period includes 13 hours of access that can be allocated to fit the event schedule. The standard schedule for weekend evening events is as follows unless approved in advance by the Expo Director:

- Facility access on the event day begins at 8:00 AM until 1:00 PM and from 4:00 PM until 12:00 AM (midnight).
- If the 13-hour rental period must be divided into (2) separate days due to the event schedule, access to the facility is limited to (6) hours on the day prior to the event day, and the facility must be vacated by 7:00 PM on this day. Security requirements will be enforced during the entire rental period.
- The rental period includes a standard one-hour cleaning period or whatever is deemed necessary by the client and the Expo Director to vacate the building by 12:00 AM (midnight). This includes load-out times of vendors, performers, sound/light equipment, decorations, etc., which were used during the event.

- The latest a client can exit the building is 1:00 AM with a one-hour clean-up period beginning at 12:00 AM (midnight) or whatever is deemed necessary by the client and the Expo Director. The client will be charged an additional \$100.00 for this extra hour, and this MUST BE scheduled and approved in advance and in writing by the Expo Director.
- If the Client has not vacated the building by the time specified, a charge of \$100.00 for the first thirty (30) minutes after the vacate the building time, and \$150.00 for each additional (30) minutes will be assessed. This charge can be withheld from the Damage/Cleaning Deposit and/or invoiced directly to the client.

### **Additional Rental Day(s) Rates (Set-Up/Rehearsal)**

If the client requests access to the facility on days immediately prior to and/or following the event for set-up, tear-down, decorating, or rehearsing, outside of the 13-hour rental period included in the rental reservation, the following rates and conditions apply:

- Additional hours must be approved in advance and are contingent upon staff availability.
- The rate will either be 50% of the standard commercial one-day event rate or an hourly rate of \$75.00, whichever total is less. A minimum (4) hour charge applies if the facility is not already staffed during this time.
- Time Limit: Access is limited to (6) hours per additional day, and the facility must be vacated by 7:00 PM.
- Security requirements will be enforced on these days as well.
- Multi-day weekend events will be discounted to weekday rates instead of weekend rates.

### **Clean In-Clean Out**

At the time of move-in, the Expo will provide clean and orderly facilities. Clients are required to return all rented facility space to the same clean and orderly condition at the end of the rental period. The Expo will provide trash receptacles and trash bags throughout the rental area and hallways. Clients are responsible for bussing all tables, clearing trash from the floor and bringing all trash to the dumpster. This includes breaking down cardboard boxes before placing them in the dumpster.

### **Room Capacity/Occupancy**

Room capacity is set by the Fire Marshal and must be adhered to during the entire rental period. People will not be allowed inside any facility in excess of the established capacity.

### **Self-Catered Events**

Client assumes all risks associated with serving food that has been cooked in a home kitchen and transported to the Expo to be served. Food should never be left at room temperature for more than 4 hours and then served to guests.

### **Warming Kitchen Use**

- Self-Catered Events – Use is limited to the prep area, sink, refrigerators, warmer box and ice machine only.
- Permitted Caterer Events – Permitted caterers are allowed to use the gas stove and oven, in addition to the items listed for self-catered events.

Use of the warming kitchen is included in the ballroom rental rate. The following rules must be followed when using the warming kitchen:

1. The warming kitchen is designated solely for warming prepared food or holding chilled items until serving. No food preparation from start to finish is allowed.
2. To avoid clogged drains, please ensure all pots, pans, containers and utensils are thoroughly scraped of food, into the trash can, before they are rinsed in the sink; no food is allowed down the drains.
3. Remove all personal belongings, food, containers, utensils, packages, boxes, trash etc. from the refrigerators, shelves, appliances, etc. before leaving the facility.
4. Empty the kitchen trash can and bring all trash to the dumpster provided outside at the northwest side of the building.
5. Clean up any spilled food, liquids or messes from the floor.

6. Wipe down all equipment, sinks and surfaces to restore the kitchen to the condition it was in upon arrival.

Failure to follow directions for warming kitchen use will result in forfeiture of the Damage/Cleaning Deposit.

## Food and Beverage Providers

Food and beverages may be self-catered or arranged through a permitted caterer. When using a caterer or alcohol provider, the client must provide contact information for the vendor and the vendor must sign a Caterer Waiver of Liability and Hold Harmless Agreement, furnish the required licenses, permits and insurance documentation, and comply with all terms and conditions of this Rental Agreement and the Caterer Waiver of Liability and Hold Harmless Agreement. See the "Alcoholic Beverages" section for more information about having alcoholic beverages at the Expo.

## Alcoholic Beverages

Alcoholic beverages are allowed at the Expo under the following conditions:

1. Alcoholic beverages can only be sold at the Expo by a licensed alcohol provider, according to Texas Alcoholic Beverage Commission (TABC) rules and regulations. Necessary licenses to serve or sell alcohol must be obtained from the TABC. The alcohol provider must sign a Caterer Waiver of Liability and Hold Harmless Agreement, furnish the required licenses, permits and insurance documentation, and comply with all terms and conditions of this Rental Agreement and the Caterer Waiver of Liability and Hold Harmless Agreement or
2. Alcoholic beverages can be provided by the client at no cost to individuals attending the event and must only be provided using TABC certified servers.
3. No alcoholic beverages are allowed at any function honoring a minor
4. NO GLASS BOTTLES are permitted
5. No alcohol can be consumed OUTSIDE of the building during any event

If alcohol is on site for any event, applicable state law must be adhered to by all in attendance and security by a licensed peace officer, approved by the Orange County Sheriff's Office, must be provided by the client. Please refer to the "Event Security Requirements" section for more detailed security requirements.

## Event Security Requirements

All events with alcohol present at the Expo require security to be scheduled with a uniformed and commissioned law enforcement officer(s). Alcohol may NOT be served or consumed until all security is present. Security shall arrive 30 minutes before alcohol is served and stay until the premises have been vacated.

The following formula may be used to *estimate* the number of security officers required to be present at an event with or without alcohol. This requirement may be waived or increased, depending on the event security needs at the sole discretion of the Expo Director.

- 100 or more people in attendance **without** alcohol - A minimum of one (1) security officer is required.
- High-School Events & Proms – A minimum of (2) security officers are required. A school resource officer may be substituted for the required security officers. NO ALCOHOL ALLOWED
- 1 – 480 people in attendance **with** alcohol - A *minimum* of one (1) security officer is required for any event with alcohol present. One (1) SECURITY officer is required for every 100 people in attendance.
  - 100 - 199 people in attendance **with** alcohol – One (1) security officer
  - 200 - 299 people in attendance **with** alcohol – Two (2) security officers
  - 300 - 399 people in attendance **with** alcohol – Three (3) security officers
  - 400 - 480 people in attendance **with** alcohol – Four (4) security officers

Expo clients are responsible, at their sole expense, for employing as many security officers as required by the Expo Director. The Expo Director will provide a form for the client to complete, sign and return no later than 14 days prior to the event, that specifies the security requirements and lists the officer(s) name(s) and contact information.

## **Disruptive or Dangerous Activities and Persons**

Any use of the facilities that is contrary to public policy, or not in the best interests of Orange County, or is in violation of any laws of the United States, the State of Texas, or Orange County, shall be a violation of the Rental Agreement and shall be grounds for immediate revocation of the Rental Agreement. Any person whose conduct is dangerous, disorderly, or disruptive to facility use or in violation of any law, shall be refused entrance or immediately ejected from the premises. The Expo Director and/or the security officer(s) assigned to the event have the authority to immediately terminate any event if the terms of the Rental Agreement are not being followed and/or if the client and/or attendees refuse to follow the security officer's instructions or the Expo Staff instructions. If the event is terminated under this provision, no refunds will be issued.

## **Insurance**

Depending on the size and nature of the event, at the Expo Director's discretion, clients and/or vendors may be required to provide proof of a General Liability Insurance Policy of no less than \$1 million and the listing of Orange County, TX as an additionally insured.

## **Requirements for Vendors hired by Clients:**

All Clients must provide information about the vendors they will be hiring to perform a service at the Expo in order to contact them about additional requirements.

1. All vendors must also provide the Expo a Certificate of General Liability Insurance of no less than \$1 million with Orange County, TX as an "Additionally Insured".
2. All vendors must complete the Vendor Waiver of Liability and Hold Harmless Agreement or the Caterer Waiver of Liability and Hold Harmless Agreement to provide services at the Expo.
3. Power requirements for D.J., Bands, Lighting Companies need to be confirmed with Expo Staff
4. Caterers must have a permit to operate in Orange County
5. Client will provide the Expo with Vendor Information:
  - a. Company Name
  - b. Company Address
  - c. Telephone Number
  - d. Contact Person
  - e. Email Address
  - f. Emergency contact number

## **Unattended Minors**

Minors under the age of 16 will not be allowed at the Expo without adult supervision and appropriate insurance waivers provided. Children must have adult supervision during all events. Children and minors must be restricted to rented areas only.

## **Decorating and Set Up**

The following rules were designed to retain the value and appearance of the Expo, and to provide safety for our clients and guests. If you have any questions or need assistance, please feel free to inquire with Expo Staff. Failure to follow these rules will result in financial penalties for all material and services expended to repair any damage.

- All decorations and event supplies must be delivered and set up during the rental period unless other arrangements are made in advance with the Expo Director.
- Expo Staff will set up the tables and chairs for the event based on a pre-approved room layout design. DO NOT rearrange tables and chairs without permission.
- Decorations and/or signs hung from the ceiling must be approved, in writing, in advance, by the Expo Director. An 8-foot ladder is required to hang ceiling decorations if approved.

- If Props are used; for example, furniture, signs, antique items, etc., a protective layer needs to be placed between the item and the floor to protect it from scratching or staining. DO NOT drag anything across the floor.
- DO NOT pour liquids or gel products used for any purpose, for example, floral arrangements, outside or into sinks, water fountains, drains or toilets. TAKE IT WITH YOU.
- Do not use the partition wall and/or tract for hanging or securing anything.
- Decoration and/or sign placement must meet fire codes and Fire Marshal guidelines and must not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits, AED boxes, or lighting systems. All items/storage must be placed 18 inches or more below sprinkler head deflectors.
- Stage Floor: The client is responsible for any damage caused to the stage floor during the rental period. This includes, but is not limited to, water, moving scenery, leaking oil or unauthorized painting.
- The client is responsible for removing all mechanics and trash used to decorate and set up. All boxes need to be broken down, and trash needs to be disposed of in the provided dumpster.
- The following decorations, items and activities are strictly prohibited at the Expo:
  - No Tape is allowed **anywhere** – No Exceptions – We have cord covers if needed for safety.
  - No adhesive-backed decals, stickers or objects with a sticky substance are allowed to be distributed or used.
  - No decorations can be affixed to the walls, windows, floor, doors or any surface of the facility. Decorations must be free standing, placed on easels or be confined to tables assigned to the event.
  - No wire, nails, hooks, adhesive fasteners, staples, tacks, or screws are allowed; “Command 3M” products are allowed, but the client is responsible for removing all mechanics and trash used to decorate and set up.
  - No painting, spray painting, glue, or glitter decorations are allowed
  - No Helium balloons are allowed - only air-filled balloons.
  - No Fog Machines are allowed; All special effect devices using fog, smoke, or haze machines are prohibited
  - No open-flame candles are allowed without prior, written approval from the Expo Director.
  - No power tools, machinery, or equipment are allowed to be used except for a cordless screwdriver.
  - No Confetti, Glitter, Sand, Rice, Flower Petals, Poppers, Bubbles, Silly String or Powder Cannons are allowed.
  - No Flame Effects and/or Pyrotechnics are allowed.
  - No standing on tables or chairs – bring a stepladder if necessary.

## **Accessibility / Assistive Technology**

The Expo is committed to ensuring that our venues are as convenient, accessible, and enjoyable as possible. Consultation with representatives with the Americans with Disabilities Act (ADA) was instrumental in the design of all Expo facilities to ensure that all architectural and communication barriers have been addressed to accommodate the special needs of our guests. While we have made every effort to ensure the accessibility of our facilities, should someone require additional assistance, reasonable accommodations will be made for qualified people with disabilities. The following special features and guidelines will make visiting the Expo an enjoyable and pleasant experience for everyone:

- **Assistance Animals:** Service and assistance animals are permitted in all public areas and at all times.
- **Drinking Fountains:** Fully accessible fountains are installed in all areas of the Expo.
- **Entrances:** Main entrances, restrooms, contain ADA compliant doors. Tactile material is located on all doors leading to possibly unsafe areas for people with visual impairments.
- **Event Location/Access:** Entrances may change for each event, and we are happy to provide maps and advise the client and their patrons regarding the best entrance for easy access to their event. Please contact the Expo Staff for assistance.
- **Mobility/Disability Ramps:** Wheelchair ramps are available from street-level to the Expo at all public entrances.

- **Reserved Parking:** Authorization to park in reserved disabled parking spaces, located adjacent to the main entrance in all parking areas, requires a plate or decal with the disability symbol. Vans or high-profile vehicles should be parked in spaces specifically designated for those vehicles. The Expo features fully accessible routes from both parking and transportation areas. Detailed directions and maps are available from Expo Staff.
- **Restrooms:** Full access is ensured with extra-wide doors, lower lavatories, raised bowls, and handrails in all restrooms.

## **Advertising**

The distribution of advertisements in the form of fliers, discount coupons and other written formats by the client and/or the client's vendors and/or attendees is permitted in the rented event area only. The distribution of fliers or other materials on parked vehicles, and the distribution of stickers and other adhesive materials is strictly prohibited in all locations. The Expo reserves the exclusive right to display and present commercial advertising content in the form of, but not limited to static panels, video, graphics, electronic messaging and product/services displays in all non-exhibition areas (e.g., pre-function, lobbies, restrooms and other public areas) of the facilities and retains all revenue generated by this advertising.

## **Animals**

No live animals, birds, reptiles, insects or amphibians, domestic or otherwise, may enter the Expo without prior written consent of the Expo Director. Exceptions will be made in accordance with the Americans with Disability Act. If approved by the Expo Director, a separate, written, Animal Exception Agreement will be required. The client, exhibitor and/or show management must provide proper, timely disposal of absorbents and waste. Additionally, in accordance with Texas Health Department regulations, live animals or birds are prohibited in any area where food is stored, processed, offered for sale, or served; with the exception of service animals or patrol dogs accompanying police or security officers.

## **Badges / Identification**

Expo staff has the authority to control general access and travel throughout the Expo and staff members are recognizable by their official employee badges. Clients are responsible for providing attendees and employees, including all vendors and other temporary staff, with proper identification to allow them necessary access into and throughout the building as required.

## **Cables on Floor**

Placement of cables along floors, aisle ways, doorways, or other areas that can create a trip hazard is prohibited. Cables must be covered with cable covers. The Expo has some cable covers available for use but the client is responsible for preventing tripping hazards.

## **Entrance & Exit**

All people, articles, exhibits, fixtures, displays, and other equipment shall be brought into and out of all Expo buildings at designated entrances and exits only. Vehicle traffic and parking in areas on the premises not designated for that purpose shall be allowed only upon the prior written approval of Expo Staff. For special requirements or additional assistance, contact Expo Staff.

## **Equipment & Furniture/Lobby & Public Spaces**

All furniture and equipment located in the lobbies and other public areas of the Expo are placed for use by our guests and are not intended for individual event use. Accordingly, these items are not available for rent. Requests to move this furniture to accommodate event activities will be evaluated on an event-by-event basis. Equipment charges will be assessed based on the type and amount of equipment that is requested for removal. Contact the Expo Director for prevailing rates for repositioning furniture.

## **Equipment Space Clearance**

A three (3) foot clearance must be maintained between all event-related equipment and all permanent facility structures (i.e. walls, columns, pillars, fire hose columns, doors, etc.) during move-in and move-out times. At no time shall any event-related equipment be permitted to lean against walls or columns. Any repairs required due to damage caused by non-adherence to this policy will be billed to the client at prevailing labor and material rates.

## Facility/Equipment Care

If the client, or any of their event assistants damage Expo equipment or facilities through accident, abuse, negligence or failure to follow the rental agreements procedures or policies, the client will be charged the full, current replacement and/or repair costs.

## Floor Markers/Chalk

**NO TAPE CAN BE USED ON THE FLOORS/WALLS/EQUIPMENT AT THE EXPO.** Only non-permanent and water-soluble markers or chalks easily removed by a wet mop method of cleaning are permitted when marking floors for layout or other purposes. Failure to follow instructions will result in additional charges for all materials and services expended by Expo staff to restore the facility.

## Internet

The Expo provides free Wi-Fi for attendees in the Ballroom and Conference Rooms. By using our Internet, wireless or wired, the client agrees to follow and be bound by the following terms and conditions concerning use of the access to the Internet we provide. We may revise the Terms of Use at any time without giving notice to the client. The policies may be modified at any time, and any such modification shall be effective immediately upon posting of the modification. By accessing and using the Internet, the client agree to periodically review this policy and shall be conclusively bound by any such future modifications.

### Internet Prohibited Acts, Monitoring of Content and Termination:

The client agrees to use the Internet only to post, send and receive messages and material that are proper and legal. By way of example, and not as a limitation, the client agrees that when using the Internet, they will not:

1. upload, post, email, transmit or otherwise make available any content that is unlawful, abusive, vulgar, harmful, threatening, harassing, defamatory, obscene, libelous or otherwise objectionable;
2. harm minors in any way;
3. upload, post, email, transmit or otherwise make available any content that they do not have a right to make available under any law or under contractual relationships;
4. upload, post, email, transmit or otherwise make available any content that infringes any patent, trademark, trade secret, image or program, copyright or other proprietary rights of any party;
5. upload, post, email, transmit or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;
6. intentionally or unintentionally violate any applicable local, state, national, or international law;
7. Post or transmit any message which discloses private or personal matters concerning any person.

Failure to comply with these rules will result in immediate termination of access to the Internet and may result in the cancellation/termination of the event at the sole discretion of the Expo Director.

## Key Cards

Requests for access cards to the Expo should be made through Expo Staff at least 14 days prior to the event. All access cards must be returned on the last day of the Rental Agreement.

## Licenses & Permits

Clients are responsible for procuring any licenses and/or permits required by authorities and/or agencies for their event and/or activities at the Expo.

## **Lost or Misplaced Items**

The Expo assumes no responsibility for any losses suffered by the client, vendors, event assistants or general attendees due to theft or loss of equipment and articles or other personal property. Although we do not provide an official lost and found location, occasionally items are turned in to the Expo Director. Please contact the Expo Director during normal business hours at 409-769-7224 to inquire about lost items.

## **Medical/Hazardous Waste**

Any hazardous waste disposal and cleanup must be approved prior to move-in. The Expo Director can assist with these arrangements. Any hazardous or medical waste materials left at the facility after move-out will be disposed of by the Expo Staff and will be billed to the client. Sharps need to be disposed of in red containers and clearly labeled as such. All other waste must be in red plastic trash bags and properly labeled. DO NOT leave needles and sharps boxes unattended.

## **Music Licensing**

The Expo does not have or provide any licensing agreements with American Society of Composers (ASCAP), Broadcast Music, Inc. (BMI), or Society of European Stage Authors & Composers (SESAC) or any other company; therefore, it is important that the client or the client's vendors or event assistants obtain licensing agreements prior to the use of copyrighted music during events.

## **Noise/Volume Levels**

The Expo retains the right to regulate the volume of any audio signals at the sole discretion of the Expo Director.

## **Obstructions in Building**

No portions of the fire alarm, fire extinguishers, AED boxes, fire hose cabinets, sidewalks, entries, passageways, corridors, doors, aisles, elevators, vestibules, windows, ventilators, light fixtures or access ways to onsite public utilities shall be obstructed, or caused to be obstructed, or caused to be used for any purpose other than ingress or egress. The client will be charged (and held responsible) for any repairs and/or for any damage resulting from misuse of the facility, aside from normal wear and tear. All storage shall be maintained 18 inches or more below sprinkler head deflectors.

## **Open Flame Devices**

Open flame devices are **PROHIBITED** with the exception of the following:

- Sterno may be used for warming trays with an operational, visible, and accessible 2A-10BC fire extinguisher within 30 feet.
- Candles that have been pre-approved by the Fire Marshal and the Expo Director

## **Propane Storage Use/Handling**

Propane Cylinders shall not be stored inside the building at any time.

## **Safety**

Staff, clients, contract labor, and all others working in or entering the Expo shall at all times adhere to all applicable federal, state and local laws, regulations and standards related to safe working conditions and practices. Work being performed shall be done so in accordance with all applicable Federal Occupational Safety & Health Administration (OSHA), Texas Department of Insurance (TDI), American National Standards Institute (ANSI), National Fire Protection Association (NFPA), Entertainment Services and Technology Association (ESTA) standards, guidelines, local fire regulations, and any applicable consensus standards, industry recommended practices, and Expo safety policies and requirements. Equipment shall only be operated in accordance with the manufacturer's written recommendations. Incidents observed and/or reported where unsafe equipment is being used, or unsafe practices are being employed will immediately cease until all safety concerns have been sufficiently addressed to the satisfaction of the Expo Director.

## Signage

Signs, banners, posters, literature and decorative materials must relate to the specific event being held on the premises and must be of professional quality. Handwritten signs are not allowed.

- **Exterior Signage:** Exterior sign and/or banners are permitted for display in pre-designated areas on the North, East, and South sides of the building. Please contact the Expo Director for details.
- **Interior Signage:** Signs may be displayed in rental areas, within the following guidelines:
  1. Signs may not obstruct any sprinkler heads; clearance of no less than 18 inches is required.
  2. Signs must never obstruct infrared smoke detection beams.
  3. Signs may not be attached to anything, by any means, including nails, hooks, adhesive fasteners, staples, tacks, or screws.
  4. The hanging of pictures, banners or any other items on ceiling, walls, mirrors, railings or draperies, requires approval of the Expo Director. An 8-foot ladder is required to hang ceiling decorations if approved.
- **Lighted Marquees:** Events meeting the criteria and held in specific areas of the Orange County Convention and Expo Center may be publicized on selected electronic light marquees. Contact the Expo Director for format information, submission deadlines, and other requirements.

## Soil/Garden Displays

Displays containing soil, humus, or similar materials must use a protective coating of fire-retardant plastic (minimum 6 ml), plywood, or Masonite to protect the floor and all facility equipment. Curbing must be used to retain loose materials and to prevent leaks and water seepage. These displays must be approved in advance, in writing, by the Expo Director.

## Smoking Restrictions

In accordance with county policy there is no smoking and/or vaping throughout all of the Expo facilities, including patios, and restrooms. Designated smoking areas are located 20 feet from all facility entrances, windows, and air intake locations.

## Stage Usage

- No food or drinks are allowed on the stage.
- No more than 10 people are allowed on the stage at one time.
- Clients will be responsible for any damage to the stage floor caused by their event or event assistants. This includes but is not limited to water, moving scenery, leaking oil or unauthorized painting.

## Storage Restrictions

The Expo is unable to accept any goods shipped to our facility for events, event management or any exhibiting companies. Anything remaining past the Rental Agreement period may be deemed abandoned and will be disposed of by Expo Staff as deemed advisable and at the cost of the client. The Expo assumes no liability for items remaining past the rental period. All leased equipment (photobooths, etc.) provided by a third-party vendor must be picked up within the Client's rental period. If not adhered to, additional charges shall apply.

## Tax Code Enforcement

Orange County, TX imposes a Sales Tax collected by the Texas Comptroller of Public Accounts. A sales tax permit is required for any person, corporation, or partnership selling merchandise or charging for certain amusement activities in Texas. Sellers are responsible for collecting and remitting the correct amount of both state and local taxes to the Texas Comptroller of Public Accounts.

## **Temperature Control/Energy Conservation**

The Expo Rental Agreement includes general house lighting in the rental areas, public areas and meeting rooms during move-in, event rental period and move-out. Each room has independent lighting controls, either on wall units or through the use of remote-control units. Lighting levels can be dimmed as needed but Expo Staff can require a certain amount of light be used if there are safety concerns.

Efficient and cost-effective energy management is a major priority. We do not provide heating and cooling if outside doors are open. Minimal air movement will be maintained during move-in and move-out periods for ventilation, heating or air conditioning. Generally, ventilation, heating or air conditioning is maintained from one (1) hour prior to the event until the end of the event. Expo Staff can adjust the temperature as needed during the event.