



## **16. Facility Protection Guidelines**

To maintain and protect the Center, the following rules and procedures have been established:

### **A. Animals**

Animals are not permitted in the Center except in conjunction with an approved exhibit, as service animals for individuals with disabilities, or to assist law enforcement personnel. Animals that are approved must be on a leash, within a pen, or under similar control. The owner is fully responsible for obtaining all appropriate permits and for all sanitary needs for the animals.

### **B. Art Collection**

Structures, drape, signage or any other object that will be placed in front of Washington Convention Center art or other permanent displays, must be indicated on the public lobby plan submitted to your event manager. To prevent damage, approved structures must be installed in front of existing art railings or 12 inches away from the art.

### **C. Pre and Post Event Inspections**

An inspection of all leased space to record existing conditions occurs early in your move-in. The inspection is scheduled so that you or your designee and your service contractor are present. During your event, you are informed of any damages that occur as they are discovered. A final inspection of your leased space is scheduled during your move-out. You are charged for damages, except normal wear and tear.

### **D. Carpet, Granite, and Wood Protection**

- ★ Motorized vehicles, with the exception of motorized vehicles driven to transport physically-challenged guests or staff, are not permitted in public spaces or in the ballroom and meeting rooms. Motorized vehicles (scooters, flatbed carts, etc.) are permitted in exhibit halls and on loading docks ONLY.
- ★ Contractor equipment delivered to public spaces must be transported on standard furniture dollies or manual carts or by using Washington Convention Center pallet jacks. ONLY Center pallet jacks may be used to transport delivery of skids of publications, or other heavy loads within designated public lobbies. Pallet jacks must be requested in advance and must be checked-out daily, and may not be driven into freight or service elevators, exhibit halls or loading docks. Visqueen "roadways" are not required in areas where Center pallet jacks are driven.
- ★ Wooden skids and crates may not be placed directly on Center carpet or granite. Place appropriate protection, such as visqueen (on carpet) or carpet scraps (on granite) under wooden skids. Please remove skids and crates from public space as soon as possible.
- ★ Carpet must be placed under any structures placed on granite such as counters, meter boards, portable concession stands, etc.

- ★ Structures placed near the wood wall in the Grand Lobby or Ballroom must be set at least 6" from the wall.
- ★ Scissor lifts used to hang signs in public areas must have clean wheel covers. Appropriate protection must be placed under the lift while in place for sign installation.
- ★ Equipment may be transported through service corridors and on freight elevators. No equipment may be pushed through public meeting room (wood) doors or through exterior entrance (glass) doors. Exceptions may be made for certain areas, such as from Hall D to the L Street Bridge, with prior approval.
- ★ Only approved tapes may be utilized on Center carpeting.

## **E. Decorations**

- ★ Decorations and signage may not be taped, nailed or otherwise fastened to any permanent surface.
- ★ Adhesive-backed decals or stickers may not be distributed anywhere in the building.
- ★ Glitter or confetti may not be used in carpeted areas of the building.

## **F. Elevators and Escalators**

Freight and service elevators are designated for the transportation of materials and equipment. Escalators and passenger elevators are for passengers only and may not be used to transport freight or equipment.

## **G. Helium Balloons**

Helium-filled balloons may not be distributed in the convention center. Helium balloons used to decorate a booth must be pre-approved, and must be securely fastened to the booth. We charge for retrieval of helium-filled balloons.

Helium tanks being used during booth installation must be securely stored in upright position, and removed from the Center as soon as installation is complete.

Helium tanks may not be stored inside the Center.

## **H. Water Features**

Appropriate protection must be placed on the floor and floorports before fountains, ponds, hot tubs or other water features are installed. Installations must be performed and monitored by Center personnel.

## **I. Recycling**

The Center complies with the DC Solid Waste Management and Multi-Material Recycling Act of 1988. Recycling receptacles for the separation and disposal of cans, glass, plastic, office paper and newspaper are located in lobbies and meeting room corridors. Food service areas have receptacles for the separation of solid waste and cans, glass and plastic.