

Baltimore Convention Center (BCC) Guidelines

- Please be advised that storage of crates, boxes, literature, and service contractor “boneyard” areas is strictly prohibited on the exhibit hall floors in this facility by order of the Baltimore City Fire Department. Storage of empty boxes/containers behind exhibit booths is also strictly prohibited. Please also note that decorative draping material must not exceed, in height, the areas in the exhibit hall that are marked as an exit.
- Building Entry - The Baltimore Convention Center is not a public building and the main entrances are only open when there are events up and running. The main entrances are not open during move-in and move-out dates and times. There is a Public Safety entrance located by the loading docks that is open 24 hours. This is where exhibitors, decorators, AV, and staff can enter and check in during move-in and after hours. The policies are in place for the safety and security of your staff, exhibitors, and attendees, as well as the staff of the Center.
- The building will open (1) hour prior to the start of your first event of the day and close (1) hour after the last event of the day has ended. For example: if your Registration/Exhibits/Meetings start at 8:00am, the main entrances will be open at 7:00am. And if your Exhibits/Reception/Meetings end at 7:00pm, the building would remain open until 8:00pm.
- No open flames for demonstration or decorative purposes will be allowed in the Baltimore Convention Center. No flammable liquids or liquefied petroleum gases shall be used or admitted inside the building. Cylinders or non-flammable compressed gases shall be secure in a vertical or horizontal position, depending on tank use and design, pending written approval from the Fire Prevention Captain.
- The Baltimore Convention Center is a non-smoking facility. We would appreciate your assistance in making sure that this policy is strictly observed. Ash urns are provided for the convenience of all attendees outside of all main entrances.
- Please note that NO materials may be taped, nailed, tacked, stapled, or otherwise fastened to ceiling, wall, and painted surfaces and columns. Designated hanging points are located throughout the facility.
- Helium filled balloons are prohibited. Exhibitors will be charged for the cost incurred to remove the balloons at the end of an event. The use of MYLAR balloons is PROHIBITED in the facility.

Please consult the [Baltimore Convention Center Service Manual](#), for any additional information about the policies outlined above. Thank you in advance for your cooperation.