

AUSA 2024

ANNUAL MEETING & EXPOSITION

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CONVENTION CENTER GUIDELINES

To maintain and protect the Walter E Washington Convention Center, the following rules and procedures have been established.

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.

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.

Water Features

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

FIRE AND SAFETY GUIDELINES

The National Fire Protection Association Life Safety Code is the established safety standard for events. The code, as well as standard operating procedures established in cooperation with DC fire and safety agencies are included in the following fire and safety guidelines:

Candles

Lit candles and other open flame devices are not permitted in exhibit booths.

Compressed Gases/Flammable Liquids/Aerosols

The use, display or storing of compressed gasses, flammable liquids or dangerous chemicals is prohibited without prior written authorization. Pressurized containers having flammable propellants (aerosols) are prohibited without prior written authorization from the DC fire marshal.

Cooking Displays

Cooking is NOT permitted in exhibit booths.

Decorations

All materials used for decorating including drapes, curtains, table coverings, skirts, carpet or any other materials must be constructed of flameproof material or treated with an approved fire-retardant solution. We encourage you to have fire retardancy certificates for the materials on site. Spot-testing may be performed at any time by the DC Fire Department Fire Prevention Division.

Gasoline and Diesel Fuel

Refueling is not permitted inside exhibit halls. Gasoline-powered equipment may not be stored inside exhibit halls unless battery cables are disconnected and fuel tanks are locked. Gasoline, kerosene, combustible gases or other flammable liquids may not be stored inside the Center. Use of diesel fuel in the Center is prohibited.

Electrical Equipment

Electrical equipment must meet applicable National Electrical Codes. Electrical fixtures and fittings must be U.L. listed. 14-gauge wire or better is required for all connections. All extension cords must be 3-wire grounded. Only Washington Convention Center staff and authorized service partners are authorized to move Center electrical equipment

Fog and Smoke Machines and Lasers

Water-based chemical fog and smoke machines are not permitted.

Hazardous Chemicals and Materials

The use of hazardous chemicals and materials are strictly prohibited.

Multi-Story Exhibits

Exhibit booths that are multi-story, covered assembly areas (i.e., conference areas or theatres), or storage closets, are permitted in the exhibit halls, provided the following regulations are met:

- Enclosed areas must be protected by battery operated, audible smoke detectors.
- Enclosed areas must contain a porous roof or cover, in order for The Convention Center's sprinkler system to activate, in case of an emergency.
- Enclosed areas must display a charged fire extinguisher, minimum rating of 3A40BC. A fire prevention attendant must be on duty at all times that the exhibit hall is closed, from move-in to move-out.
- Maximum occupancy of the second floor, load-bearing areas:
 - One person per 15 sq. ft. of floor space, not to exceed 25 persons
 - Maximum occupancy numbers must be visibly posted.
- Two means of egress are required from each load bearing area, covered or uncovered assembly, in excess of 400 sq. ft., unless otherwise approved by The Convention Center.

Copies of exhibit plans must be submitted to the [GES Team](#) by **July 9**, certified and sealed by a licensed structural engineer or licensed architect.

Plans will be reviewed and by The Convention Center and subsequently the DCFD Fire Prevention Division for approval. If the compliance regulations are not met, The Convention Center has the authority to end the work and prohibit occupancy.

Propane

Propane tanks may not be stored inside the Center.

Smoking

In accordance with DC regulations, the Washington Convention Center is a non-smoking facility. Smoking is prohibited inside the Center. We reserve the right to remove violators.

Vehicles on Display

Section 314.4 of the International Fire Code specifies the following: Liquid- or gas-fueled vehicles, fueled equipment, boats or other motor craft shall not be located indoors except as follows:

- Batteries are disconnected.
- Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).
- Fuel tanks and fill openings are closed and sealed to prevent tampering.
- Vehicles, fueled equipment, boats or other motor craft equipment are not fueled or defueled within the building.

X-ray Equipment

The DC fire code prohibits the use of x-ray equipment and other radiated materials in the convention center.