



IRVING
CONVENTION CENTER
AT LAS COLINAS



Exhibitor Kit

TABLE OF CONTENTS

- Welcome** 3

- How To Get Here** 4
 - Directions to the Irving Convention Center

- Irving Convention Center Exhibitor’s Procedures and Protocols** 5-6

- City of Irving Fire Marshal Expectations** 7-9
 - General Fire Code Guidelines
 - Tent/Canopy Requirements

- City of Irving Health Inspector Rules and Regulations** 10-11
 - Temporary Event Food Guidelines
 - City of Irving Health Permit Application

- SAVOR... Food and Beverage Policies** 12-16
 - Exhibitor Booth Services Menu
 - Exhibitor Booth Services Order Form
 - Credit Card Authorization Form

- Electrical and Utilities Price List** 17

- J&S Audio Visual** 18
 - Audio Visual Exhibit Order Form

- Material Handling Pricing Sheet** 19

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
- Equipment
- Superior Exposition Service Decorating
- Inspire Event Technologies
- SAVOR... Food & Beverage

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. 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 **Inspire Event Technologies** 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		
Signature		Date
Print Name		

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.

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...

AUTHORIZATION REQUEST

Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through SAVOR...Las Colinas. SAVOR...Las Colinas, has exclusive food and beverage distribution rights within Irving Convention Center.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

General Conditions-Food Industry Related Shows

- Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies.
- All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - All vendors must provide the Event Manager with a health permit from the City of Irving at least 1 week prior to the event if the Show Promoter does not have an event blanket permit.
 - Non-Alcoholic Beverages limited to maximum of **2oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
*See Below for Sampling of Alcoholic Beverages
 - Food items are limited to "bite size", **not to exceed 2oz.** portions
- ALCOHOLIC BEVERAGES MUST be purchased through **SAVOR...Las Colinas**, and are **related to the purpose of the show** may be sampled if the following policies are strictly adhered to:
 - Sample portions must be under the following limits:
 - Beer 2 oz.
 - Wine / wine coolers / spirit coolers 2 oz.
 - Liquor / liqueurs 0.25 oz.Note: Alcohol cannot be served prior to 12:00 pm on Sundays, per City of Irving ordinance.
All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
 - Distribution of alcoholic products MUST be monitored & overseen by a staff bartender from SAVOR...Las Colinas in compliance with Texas Liquor Laws.
- Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Irving Convention Services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

CORKAGE/USER FEES APPLY FOR THE FOLLOWING:

Any Food and Beverage brought on premises without the Written Authorization from SAVOR...Las Colinas, Irving Convention Center is strictly prohibited.

- Requests for all alcoholic and non-alcoholic beverages brought on the premises for consumption at hosted banquet /booth events will incur a **Corkage Fee** equal to fifty percent (50%) of the SAVOR...Las Colinas, retail pricing and is subject to all applicable taxes and service charges.
- Distribution of alcoholic products MUST be monitored & overseen by a staff bartender from SAVOR...Las Colinas in compliance with Texas Liquor Laws.
- Requests for all Food Products brought on the premises for consumption at hosted banquet /booth events will incur a **User Fee** equal to fifty percent (50%) of the SAVOR...Las Colinas, retail pricing and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of User or Corkage Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, kitchen use or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by SAVOR...Las Colinas. If these services are required the following charges will assessed:

- a. **\$250 One-Time Fee for ANY AND ALL Vendors that sell Food / Drinks per show. ANY food item that is "Ready-To-Eat" without any further processing will incur this fee. ONLY FOOD ITEMS THAT ARE TO BE PROCESSED ELSEWHERE ARE EXEMPT FROM THIS FEE...i.e. packaged dry soups, dry dip mixes,**
- b. \$150.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- c. \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- d. \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- e. \$500 Fee for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis and will be based upon ICC availability. Please see attached for list of equipment included. No more than 6 Vendors at one time without prior consent. Restrictions Apply.
- f. Additional charge for Rental of Equipment, subject to availability.

For all Food and Beverage not purchased through SAVOR...Las Colinas, all standard fees mentioned above will be charged where applicable, including 24% Service Charge and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless SAVOR...Las Colinas, and SMG for Irving Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

Show/Event _____ Date of Event _____

Company Name _____ Booth No. _____

Contact Name _____ Telephone () _____ Ext _____

Fax () _____ E-Mail _____

Company Address _____ City _____ State _____ Zip _____

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

Approved _____
ASM/Irving Convention Center

Date _____

PLEASE RETURN FORM TO Kayla Perez Director of Events at kperez@irvingconventioncenter.com or (fax) 972-401-7729 TWO WEEKS PRIOR TO START OF SHOW TO ENSURE CONFIRMATION AND APPROVAL
ASM/Irving Convention Center
500 W Las Colinas Blvd, Irving TX 75039

SAVOR... EXHIBITOR BOOTH SERVICES MENU



WELCOME TO THE IRVING CONVENTION CENTER. TAKE A LOOK AT A SAMPLE OF OUR MENU FOR ITEMS THAT ARE AVAILABLE FOR YOUR BOOTH OR HOSPITALITY AREA.

Beverages

Infused Water	\$75.00 / 3-gallon cambro
Choose one: Cucumber/Mint, Orange/Lime or Strawberry/Kiwi	
Freshly Brewed Starbucks (Caf or DeCaf)	
or Hot Tea w/Lemons	\$75.00
Keurig Machine Rental	\$60.00
K-Cups	\$2.00 / each (on consumption)
Freshly Brewed Iced Tea	\$60.00 / gallon
Lemonade w/Fresh, Sliced Lemons	\$50.00 / gallon
Fruit Punch w/Fresh Oranges & Pineapples	\$50.00 / gallon
Energy Drinks	\$7.00 / each
Bottled Water	\$4.00 / each
Assorted Soda	\$6.00 /each
Assorted Bottled Juice	\$6.00 / each
Bottled Sparkling Water	\$6.00 / each

Snacks

Assorted Pastries	\$52.00 / dozen
Freshly Baked Cookies	\$42.00 / dozen
Chocolate Fudge Brownies	\$42.00 / dozen
Chocolate Dipped Strawberries	\$42.00 / dozen
Donut Holes	\$46.00 / dozen
Granola Bars	\$38.00 / dozen
Yogurt Pretzels	\$23.00 / lb
Trail Mix	\$23.00 / lb
Potato Chips & House-Made Dip	\$35.00 / lb
French Onion or Ranch	
Premium Mixed Nuts	\$32.00 / lb
Tortilla Chips, Queso & Freshly Made Salsa	\$52.00 / lb
Pita Chips & Humus	\$42.00 / lb
Mints	\$10.00 / 60-oz. bag

Box Lunch Selections

All Boxed Lunch selections included Chips, Whole Fruit, Cookie + Water & Iced Tea station.

Grilled Chicken Salad	\$35.00 / person
Chinese Chicken Salad	\$35.00 / person
Turkey BLT Sandwich	\$35.00 / person
Chicken Salad Sandwich	\$35.00 / person
Grilled Chicken Sandwich	\$35.00 / person
Ham & Cheese Sandwich	\$35.00 / person
Roast Beef Sandwich	\$35.00 / person
Grilled Veggie Salad Wrap	\$35.00 / person

JUST BECAUSE

Gourmet Popcorn Cart	\$350.00 / day
----------------------------	----------------

Hosted Bar Services

Bar Packages include Cocktails, Domestic Premium Beer, House Wines & Champagne, Soft Drinks and Bottled Waters.

One Bartender per 100 people is required.
Bartender Fee: \$100 / Bartender / 2-hour shift + \$25 / hour for each add'l hour.

Hosted Bar Pricing / 2 hours

Tier One: Standard Brands	\$30.00 / person
Tier Two: Premium Brands	\$34.00 / person

Hosted Bar Pricing / 3 hours

Tier One: Standard Brands	\$33.00 / person
Tier Two: Premium Brands	\$37.00 / person

Hosted Bar Pricing / 4 hours

Tier One: Standard Brands	\$41.00 / person
Tier Two: Premium Brands	\$44.00 / person



Beer & Wine Packages

Tier One: Beer & Wine Packages include Domestic Beer, House Wines & Champagne, Soft Drinks and Bottled Waters.

2 Hours	\$25.00 / person
3 Hours	\$30.00 / person
4 Hours	\$34.00 / person

Draft Beers on Keg are available – See Event Manager for more details.

Please make note that the Texas State Law prohibits the serving of alcoholic beverages to patrons under age of 21 and no alcoholic beverages of any kind are allowed to be brought into the Irving Convention Center for consumption.

SAVOR...

Exhibitor Booth Menu Services Order Form

OUTSIDE FOOD/ DRINKS ARE NOT PERMITTED AT ICC

Event Name: _____ Booth Number: _____
Company (Bill To): _____ Booth Name: _____
Contact Name: _____ Contact Phone Number: _____
Onsite Contact Name: _____ Onsite Contact Cell Number: _____
Street Address: _____ Fax Number: _____
City, State, Zip: _____ E-mail Address: _____

<u>Date of Service</u>	<u>Start Time</u>	<u>End Time</u>	<u>Item</u>	<u>Quantity</u>

- * All orders are subject to a 24% Administrative Fee and 8.25% sales tax.
- * Full payment is required in advance for all services prior to the event start date
- * Selected Food & Beverage items may require an ICC chef attendant or an ICC bartender.

It is our pleasure to serve you!

Email completed form to Austin Sneed, Event Coordinator
asneed@irvingconventioncenter.com



IRVING CONVENTION CENTER
AT LAS COLINAS

SMG managed Irving Convention Center at Las Colinas
Attn: Accounting Department
500 W. Las Colinas
Irving, TX 75039

Phone: 972-401-7700
Fax: 972-401-7759

For your security, do not email this form. Please FAX to 972-401-7759.

Event Information:

Event Name: _____

Event Date: _____

Account Name: _____

Event ID: _____

Order By: _____

Phone Number: _____

E-Mail: _____

Fax Number: _____

Credit Card Information:

Card Type: Visa _____ Master Card _____ American Express _____

Card Number: _____ CV2 # _____ Exp. Date: _____

Cardholder's Name: _____

Cardholder's Billing Address: _____

Driver's Licenses Number, Exp. Date and State: _____

Authorization to charge:

*Amount processed includes a **convenience fee of 3.75%** of the total amount due when remitting by credit card (Visa, MasterCard, American Express, Discover, Diners). Please note that this fee is a third-party fee and is not part of the convention center's or city's business or revenues. This fee does not apply toward achievement of the food and beverage minimum. I authorize SMG to charge my credit card for the remaining balance due.

Cardholder's signature: _____ Date: _____

A copy of the cardholder's driver's license or photo ID (front & back), as well as a copy of the credit card used (front & back) shall be attached to this form.

ELECTRICAL SERVICE ORDER FORM



Irving Convention Center at Las Colinas an ASM Global Managed Facility

500 W. Las Colinas Blvd. Irving, Texas 75039

Phone: 214-846-1642



If you have questions please email: onlineorders@asmicc.com

Event Name:	Event Date:
Exhibitor Name:	Booth #

*Advance Rate applies if ordered **ONE** week prior to Load In Date, if received after that date On Site Rate Applies

STANDARD ELECTRICAL DROPS				
Quantity	Description	Advance Rate*	On Site Rate	Amount
SINGLE PHASE 120V				
	up to 20 Amps Single Phase 120V	\$145	\$205	\$
THREE PHASE 208V				
	30 Amps Three Phase 208V	\$330	\$400	\$
	100Amps Three Phase 208V	\$660	\$725	\$
	200 Amps Three Phase 208V	\$935	\$1,000	\$
	400 Amps Three Phase 208V	\$1,320	\$1,400	\$
Quantity	Description		Price	Amount
	Extension Cord 15'		\$20.00	\$
	Extension Cord 25'		\$30.00	\$
	Extension Cord 50'		\$60.00	\$
	Power Strip		\$20.00	\$
CUSTOM ELECTRICAL WORK*				
Quantity	Description		Hourly Rate	Amount
	On floor Electrician (1hr Min)		\$150.00	\$
	Evening/Weekends/Holidays (1hr Min)		\$200.00	\$
Fee for Faxed or Mailed in Orders (Please use Online Order System to Avoid)				\$ 10.00
			Tax (8.25%)	\$
			Total Due	\$

NEMA Configuration:

Direct Connection Wire Required
Yes ___ NO ___

Type

3 Wire _____

4 Wire _____

5 Wire _____

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated below.

REAR

LEFTRIGHT

AISLE

PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

() American Exp () Visa () Master Card CC# _____

Name on Card: _____ Exp. Date _____ Security Code _____

Address: _____ City _____ ST _____ Zip _____
(address must match where card statement is mailed)

Email Address: _____ Phone #: _____

I authorize SMG - Irving Convention Center at Las Colinas to charge my credit card for services listed and have read the terms and conditions on page two of this form.

Authorized Signature _____

ELECTRICAL SERVICE ORDER FORM

INFORMATION AND CONDITIONS

The Irving Convention Center at Las Colinas is the exclusive provider of electrical services within its facilities and property. This includes all exhibit halls, meeting rooms, and temporary structures, inside or outside the facility.

All energizing of electrical services is to be completed/performed by ICC personnel. All electrical material and equipment must be grounded. Electrical cord(s) placed under carpet must be installed by ICC personnel. ICC electricians will evaluate the booth at the time of connection to ensure compliance with electrical codes. If the electrical supervisor determines that the booth electrical is not code compliant, the exhibitor will have the option to make the appropriate changes or hire an ICC electrician to do so. If the exhibitor performs the changes, labor charges for an ICC electrician to re-evaluate and energize the booth will be incurred. Standard labor and material rates will apply if additional labor is requested or required.

SERVICE ORDER INFORMATION

- 1.) Booth number and location of electrical must be identified on the face of this form. Incomplete information may delay processing the order.
- 2.) No credit can be issued on services installed and not used. Service cancelled prior to decorator move-in will be subject to a \$25.00 processing fee.
- 3.) ALL ISLAND BOOTHS WILL REQUIRE A SCALED DIAGRAM INDICATING ORIENTATION OF BOOTH.
- 4.) It is our policy to settle all service, labor and billing disputes as soon as possible. No adjustments will be made unless reported to the service desk prior to the close of the show.
- 5.) Credit cards will be processed at time of submittal. Any card that is denied by the card company may not be processed a second time. Alternative payment must then be arranged. Therefore, please check the accuracy of payment information submitted, including the address, which should match the address where you receive your card statement.
- 6.) If paying for electrical service by check, please submit payment at least ten (10) days in advance to allow time for processing. Checks will not be accepted as payment the day of the event.
- 7.) **LABOR** – Charges will be made in ½ hour increments. Supervision time will be charged at a rate of ½ hour for each four hours labor. **NOTE:** Electrical labor must be ordered 24 hours in advance in order to have personnel available when needed. Standard pricing as follows.
 - a.) Mon-Fri 8 am to 5 pm - \$150.00/hr
 - b.) Mon-Fri 5 pm to 8 am - \$200.00/hr
 - c.) Sat, Sun and Holidays - \$200.00/hr

IMPORTANT BUILDING REGULATIONS

- 1.) All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc.
- 2.) Electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Electricians are authorized at any time to enter your booth and request vendor items to be moved to access floor box.
- 3.) All approved electrical cords must be at least 14 gauge and 3-wire grounded type. Two-wire cords (zipcords or ripcords) are UNACCEPTABLE unless the cord is a component part of an assembly which is specifically approved. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- 4.) ICC is not responsible for voltage fluctuations or power failures. If your equipment has strict tolerances for voltage, then you must bring your own regulating device.
- 5.) All equipment, regardless of source of power, must comply with Federal, State and Local codes. The ICC reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. The Electrical Supervisor is obligated to refuse connection when wiring is not in accordance with the City Electrical Ordinance.
- 6.) All material and equipment furnished by the ICC shall remain the property of the ICC and shall be removed only by ICC personnel at the close of the show.
- 7.) Wall outlets and post outlets are not a part of booth space.
- 8.) Separate outlets must be ordered for each booth requiring power.
- 9.) ICC conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay standard rates for additional or unauthorized use of power. Power may be disconnected pending full payment.
- 10.) ICC is not responsible for show layouts which could result in a floor box in the middle or front of your booth.
- 11.) **ELECTRICAL VOLTAGE AVAILABLE**
 - a.) AC, 20 amp, 120V, single phase
 - b.) AC, 30 amp, 208V, 3 phase
 - c.) AC, 100 amp, 208V, 3 phase, 5 wire in select locations
 - d.) 200 amp and 400 amp power available upon request in select locations. Prior arrangements must be made.



20% Premium
 On All On-Site Orders

EXHIBIT ORDER FORM

Your INSPIRE Representative Is:
 Joseph Hernandez
 josephh@INSPIREsolutions.com

Equipment	Qty	Day Rate	Days	Total	<i>Please Print Clearly & Fill Out Completely</i>		
AUDIO					EXHIBITOR CONTACT INFORMATION		
Speaker: 10" w/ Stand		75.00			Company:		
Speaker: 10" w/ Subwoofer Set		100.00			Order Contact:		
Microphone: Wired Handheld		50.00			Address :		
Microphone: Wireless		125.00			City:		
<i>Specify: Handheld Lapel Headset</i>					State:		
					Zip Code:		
					Tel:		
Notes:					Fax:		
					E-Mail:		
DISPLAY					EXHIBITOR DELIVERY INFORMATION		
					Booth #:		
23" LCD Monitor (VGA/HDMI)		150.00			Room #:		
32" LCD Monitor (VGA/HDMI)		350.00			Site Contact:		
42" Display Monitor w/ floor stand (VGA/HDMI)		500.00			Cell Phone:		
60" Display Monitor w/floor stand (VGA/HDMI)		550.00			Delivery Date:		
					Delivery Time:		
LCD Projector (4000 Lumens)		475.00			Received By: X:		
Tripod Screen w/skirt		50.00			Pick-Up Date:		
Projection Cart w/skirt		25.00			Pick-Up Time:		
<i>Specify Size: 34" 54"</i>					Delivered By: X:		
VIDEO					PAYMENT INFORMATION		
DVD Player		75.00			Payment Type: Credit Card Company Check		
Blu Ray Disk Player		100.00			(Payable to: INSPIRE)		
					Card Type: Visa MasterCard AMEX		
					Card Number:		
					Card Exp Date:		
MISCELLANEOUS					3-digit #:		
Flip Chart w/Markers & Easel		50.00			Card Name: (as appears on card)		
Laser Pointer		45.00			(billing address for card)		
Wireless Presentation Remote		45.00			Card Address: (billing address for card)		
					Are you the Card Holder? Yes No		
					Is this a Corporate Card? Yes No		
					Date Signed:		
					Signature:		
TOTALS					Please Contact Your INSPIRE Representative For:		
Equipment Total					**Comprehensive Exhibit Booth AV Design**		
Service Charge (Delivery/Setup/Pickup)		24%			**Larger Audio or Video Systems**		
				Sub Total	**Lighting Equipment & Systems**		
(On-Site Orders) Late Order Premium					20%		
<i>Tax</i>					8.25%		
				Total			

**MATERIAL HANDLING PRICING SHEET
CREDIT CARD AUTHORIZATION**



What is Material Handling?

Material handling is the process of receiving your materials, during move-in; delivering them to your booth; removing empty containers for storage during the show (when applicable); returning the empty containers to your booth after the show; delivering your materials back to the dock and loading for the outbound shipping. Charges will apply.

NOTE: If packages and/or materials are not addressed per requirements (shown right), they will not be accepted. Packages and materials must arrive no more than three (3) days prior to the event.

How to address packages:

Irving Convention Center
Event Name and Date
Recipient's Name
Recipient's Phone Number
500 W. Las Colinas Blvd.
Irving, TX 75039
Phone: 972-401-7702

Rate Classifications	Price per CWT	200 lbs. minimum
Crated or Skidded Shipment	\$89.00	\$178.00
Special Handling	\$104.00	\$208.00

Small Packages (Maximum weight is 35 lbs. per shipment)	
First Carton	\$48.00
Each Additional Carton	\$22.00

A credit card **MUST** be on file for all material handling, shipping inbound and/or outbound to the event.

Credit Card Authorization

**Full payment must be received for services requested before the order will be processed.
If you choose to pay by check, a credit card is still required to be on file.**

This form authorizes **ICC** to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

Company:						Booth Number:					
Cardholder Name: <input type="checkbox"/>						Cardholder Name: <input type="checkbox"/>					
Credit Card Number:						Credit Card Number:					
Expiration Date (mm/yyyy):						CVV:					
Card Type:		Visa		MasterCard		American Express					
Billing Address:											
City, State, Zip:											
Phone Number:						Fax Number:					
E-mail Address:											
Authorized Signature:											
I, _____ agree to the conditions stated in this manual and the above paragraph.											

For any additional questions, please feel free to email Austin Sneed asneed@irvingconventioncenter.com or call 214-246-1642.



**Irving Convention Center
at Las Colinas**

500 W Las Colinas Boulevard

Irving, Texas 75039

(972) 252 7476

fax (972) 401 7729

irvingconventioncenter.com

irvingtexas.com

