

# INDIANA CONVENTION CENTER & LUCAS OIL STADIUM FACILITY GUIDE



**Thank you for choosing the Indiana Convention Center & Lucas Oil Stadium for your event.**  
**Our staff is experienced and ready to provide you with the highest quality service to make your event a success.**

## INDIANA CONVENTION CENTER

The ICC is located in a six-block area in the heart of downtown Indianapolis, bordered by the State Capitol, Pan American Plaza, Union Station, Capitol Commons, Circle Centre Shopping and Entertainment Complex, Victory Field (Triple A Baseball) and several major hotels. 4,721 hotel rooms connect to the Center with a total of 7,175 rooms within a six-block radius. There are 4,570 committable group rooms in the downtown area. Since opening in 1972, there have been four (4) major expansions of the Indiana Convention Center. The last expansion was completed in January 2011.

PRODUCT BREAKDOWN		
	NUMBER	SQ. FT.
Exhibit Halls	11	566,600 (Contiguous)
Meeting Rooms	71	113,302
Ballrooms	3	62,173
Docks	49	

Eleven (11) exhibit halls can be divided or combined. For added convenience, utilities are located in floor pockets on thirty-foot (30') centers and each hall is adaptable for theatrical lighting. Forty-nine (49) docks and seven (7) drive-in ramps are located at the rear of the exhibit halls with the entrance off West Street.

The Sagamore, a 33,335 square foot ballroom of column-free space, with an average ceiling height of 32', can seat 2,300 for a meal function and 3,400 for a general session. The ballroom also has utility floor pockets. It was designed with excellent acoustics, a sophisticated sound system plus an extensive theatrical lighting system, and it can be divided into seven (7) sections. The 22' high 500 Ballroom has 13,536 square feet with a general session capacity of 1,500 or 1,040 for a banquet. The 500 Ballroom also has an adjoining reception room. The 10,202 square foot Wabash Ballroom features a twenty-four foot (24') ceiling and utility floor pockets. It has banquet seating for 600 and theatre style seating for 1,100 and may be divided into three separate sections.

## LUCAS OIL STADIUM

Lucas Oil Stadium (LOS) is a state-of-the-art, retractable roof, multi-purpose stadium featuring spectacular views of the Indianapolis skyline. The stadium has an infill playing surface, seven (7) locker rooms, exhibit space, meeting rooms, operable north window, dual two-level club lounges, 139 suites, retractable sideline seating, house reduction curtains, two (2) large video boards, ribbon boards, spacious concourses, interior and exterior plaza space, eleven (11) indoor docks, and two (2) vehicle ramps to the event level. LOS is connected to the newly expanded convention center and several hotels and entertainment options by an enclosed pedestrian connector.

Tradeshows and conventions can take advantage of an indoor 30,000 square foot loading dock with eleven (11) bays. The retractable seating and operable walls at event level allow convenient usage of up to 183,000 contiguous square feet of space.

A multitude of sporting events, musical events and much more can take place indoors or outdoors using the retractable roof and operable north window. The house reduction curtain system covers the entire Terrace Level seating, reducing capacity from 63,000 to approximately 41,000.

Basketball, conventions, concerts and other half-house events have the option of playing in the round for up to 70,000 fans or in a configuration as small as 15,000 with a house reduction curtain system unlike any other stadium. The twelve (12) backstage meeting rooms plus the 26,000 square foot Exhibition Hall 1 and 18,000 square foot Exhibition Hall 2 may also be utilized for additional convention space. The 7,500 square foot Quarterback Club is available for meetings and social gatherings.

The Indiana Convention Center & Lucas Oil Stadium is managed by the Capital Improvement Board of Managers of Marion County (CIB) which was created in 1965 by the Indiana General Assembly and empowered to finance and manage capital improvements.

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## INDIANA CONVENTION CENTER



**INDIANA CONVENTION CENTER  
SWITCHBOARD**  
317 262-3400

**LUCAS OIL STADIUM SWITCHBOARD**  
317 262-8600

**24 HOUR SECURITY  
CONVENTION CENTER**  
317 262-3350

**LUCAS OIL STADIUM**  
317 262-4000

**CSC SECURITY  
LUCAS OIL STADIUM**  
317 262-3493

**ESG SECURITY  
CONVENTION CENTER**  
317 262-2161

**CENTERPLATE**  
317 262-3500

**TICKET OFFICE**  
317 262-3389

**[WWW.ICCLOS.COM](http://WWW.ICCLOS.COM)**

**INDIANA CONVENTION CENTER**  
100 South Capitol Avenue  
Indianapolis, IN 46225-1071

**LUCAS OIL STADIUM**  
500 South Capitol Avenue  
Indianapolis, IN 46225-1117

## LUCAS OIL STADIUM



## 2.1 NON-EXHIBIT HALL DISPLAYS

It is always preferred to have all Exhibits and Displays located inside Exhibit Halls or inside meeting rooms or ballrooms. The ICCLOS has the final authority on whether or not to allow Exhibits and Displays in any location. Lobby Exhibits and Displays are more limited in some areas than others.

NOTE: The ICCLOS is a public facility and therefore the lobby areas must remain available and unobstructed for public ingress/egress at all times. Specifically, no Exhibits/Displays are allowed in the 2nd Floor North Lobby (the window lobby in front of the Sagamore Ballroom). Space for Exhibits/Displays in other 2nd floor lobby areas is limited.

There are two types of Exhibits/Displays that are sometimes located in areas other than inside exhibit halls. These can be located in lobby areas, inside ballrooms and inside meeting rooms.

1. Exhibits are standard booths, usually 10'x10' or 8'x10' in size. They are set up by the Event's decorator in most cases, and include pipe & drape. Exhibits are billed per Net Square Foot (NSF). The rate for Exhibits located anywhere other than inside exhibit halls is the prevailing exhibit hall NSF rate + \$.25 per NSF. This charge is for the use of the space. This charge does not include any tables, chairs or any equipment or utilities.
2. Displays/Tabletop Displays are smaller displays that usually consist of a table and an easy-to-assemble, pop-up style, hand-carried display. Displays are billed at a flat rate per display. This charge is for the use of the space and does not include any tables, chairs or any equipment or utilities. ICCLOS may have display tables for your Event to rent, based on availability and inventory.

### EXHIBITS and DISPLAYS MUST ADHERE TO THE FOLLOWING:

- Must be submitted on a floorplan and approved by your Event's ICCLOS Event Coordinator prior to selling
- Must be located in Event's contracted or adjacent space
- Must occur during Event's contracted dates
- Must be placed around ICCLOS lobby furniture, which cannot be moved to accommodate exhibits/displays
- Hard walled exhibits are prohibited on carpeted areas
- Forklifts are prohibited on carpeted areas
- Exhibits may be transported by pallet jacks, two-wheeled dollies or four-wheel rubber tired carts
- Vehicles must have "non-marking" tires to operate in carpeted areas
- Nailing, drilling, painting, sawing, hammering, etc. is prohibited in carpeted areas
- Fire Codes & Regulations must be followed
- Heavy electrical, gas, water, drain, compressed air are available only inside exhibit halls
- Race, show, &/or decorative cars are permitted with prior approval in certain areas. Restrictions apply.
- Must place protective covering beneath potentially damaging booth materials for carpet protection.

## 2.2 DIRT EVENT REGULATIONS

1. Lucas Oil Stadium has a permanently installed infill football field system. It must be protected by visqueen or plastic tarp, AND two layers of  $\frac{3}{4}$ " plywood which is provided by LOS at a cost to the client. In order to minimize dust, the client supplied dirt must be kept moist during move-in, event, and move-out. This may be accomplished with an LOS water hook-up or any other outside source. This will be closely monitored by the LOS staff.
2. Care must be taken to insure the protection of the turf from equipment used to construct the track. Please consult with your Event Coordinator for details.
3. Every effort should be made to remove rocks from the dirt as it is being positioned on the floor. This is to prevent damage to the plywood by competition vehicles or as dirt is removed during move-out.

## 2.3 FOOTBALL FIELD RULES AND REGULATIONS

1. Motorized vehicles are prohibited without the consent of the Facility Management.
2. Should motorized vehicles be permitted, they are required to have a "diaper" to prevent any leakage of engine liquids. This includes new vehicles or show vehicles. In addition, vehicles should be instructed to be driven on the green perimeter part of the turf only.
3. Absolutely no food or beverages are permitted on the turf with the exception of those normally associated with a football game (i.e., isotonic drinks or water).
4. Plywood should be placed under all stages and temporary seating sections.
5. Placement of "heavy" equipment must have prior approval of the Facility Management.
6. All field painting will be done with water-soluble paint and by the LOS paint crew. Proofs for designs requiring stencils shall be submitted to LOS for review prior to production. Stencils will be produced by experienced vendors in close proximity to LOS, with delivery at least 2 weeks

before the date of the event. All costs will be billed to Show Management.

## 2.4 MOTORIZED EQUIPMENT OPERATION

1. ICCLOS equipment may only be operated by authorized facility personnel. Exceptions must be approved by Facility Management.
2. Motorized vehicles cannot be brought into the facility unless prior written approval has been given by Facility Management. Any vehicle that drips oil or a staining solution may not be operated or used without a drip cloth or catch pan. Consult your Event Coordinator for additional guidelines.
3. Motorized equipment, including golf carts (electric only), must have clean resilient tread wheels (non-marking tires), wall saver rubber bumpers, and corner guards. Steel-wheeled vehicles are prohibited.
4. Any equipment brought into the facility which utilizes ICCLOS utilities must have prior written approval from Facility Management and must meet the State of Indiana Fire Marshal and City of Indianapolis Fire Department regulations prior to any connection.
5. Any exhibit that produces fumes must have prior written approval from Facility Management.
6. All drivers of motorized vehicles, including golf carts, must be a minimum of 18 years of age and have a current valid driver's license.
7. The client is responsible for any damage to ICCLOS's property or equipment (including carpet, doors, and door frames) by their service contractor, employees, exhibitors or attendees during their event, including move-in and move-out periods. Any charges necessary to repair or replace damage to the facility or facility's property will be assessed at the prevailing rates.
8. Prior to move-in and following move-out, an inspection of licensed areas and equipment should be arranged. Consult your Event Coordinator for further information.

The ICCLOS assumes no responsibility for losses suffered by the client or their agents occasioned by theft or disappearance of any equipment, articles or property.

## 2.5 MOTOR VEHICLE, BOAT, MOTORCYCLE, AND AIRCRAFT DISPLAY

1. The maximum amount of fuel (gasoline, diesel, liquefied petroleum gas, and liquefied natural gas) permitted to remain in the tank is less than one-fourth (1/4) of a tank.
2. Fuel tank covers must be locked, taped or sealed and approved by the State of Indiana Fire Marshal and City of Indianapolis Fire Department. See also Section 4.1 FIRE SAFETY.
3. The vehicle electronic system shall be de-energized by removing the battery or by disconnecting the battery cables and covering them with electrical tape, to avoid any chance of sparks upon termination of the move-in until commencement of the move-out.
4. Fueling and de-fueling of vehicles must occur outside of the ICCLOS. Fuel should be removed with the appropriate safety equipment and may never be "dumped" on ICCLOS property.
5. If necessary, precautions may be required to prevent vehicles from rolling. In addition, drip pans may be required under vehicles if any type of product leak is obvious or anticipated.
6. All Liquid Propane (LP) gas tanks must be removed from trailers, mobile homes and any other vehicles using LP. Unless used in an event-specific capacity and approved by facility management and the Indiana State Fire Marshall and City of Indianapolis Fire Department, NO LP tanks, empty or full, are allowed in the building. See Section 6.1 DOCK RULES & INFORMATION, for details.
7. Compressed natural gas vehicles must have a maximum amount of fuel of no more than one fourth (1/4) of a tank. Individual tank isolation valves must be closed once the vehicle has been positioned. Batteries must be secured in the same manner as with gasoline or diesel powered vehicles. CNG fuel operated vehicles must have appropriate CNG identification decals as required by state fire code.
8. Electrical/battery powered vehicles must recharge batteries outside the building.
9. High performance powered vehicles equipped with nitrous oxide as a fuel additive must have the nitrous oxide cylinder removed and/or secured to prevent tampering.
10. Gasoline tanks on motorcycles or motor bikes are to be drained completely. Battery cables must be disconnected and taped.
11. Garden tractors, lawn mowers, generators, chain saws, power plants, and other types of petroleum fuel operated power tools, appliances, vehicles and equipment shall be secured and safe guarded in a similar manner as noted above.
12. Any act involving movement of a vehicle using its fuel as a propellant, or any act involving use of the electrical system to demonstrate parts of the vehicle during a show is prohibited without prior written approval of the State of Indiana Fire Marshal and City of Indianapolis Fire Department, and ICCLOS Facility Management.

Please contact your Event Coordinator with further questions or concerns.

## 2.6 MOTOR VEHICLE DEMONSTRATIONS

1. When movement of a vehicle is necessary as part of a demonstration, explicit details must be submitted to the Indianapolis Fire Department Fire Prevention Bureau, in writing, at least forty-five (45) days prior to the move-in date. Demonstrations may not be held without approval by the State of Indiana Fire Marshal and City of Indianapolis Fire Department .
2. Equipment must be operated and installed by, or under the supervision of, a competent operator to insure the personal protection of viewers and demonstrators, as well as the protection of materials and the building itself.
3. Demonstrations may not interfere with the egress of people during an emergency.

## 3.1 INSURANCE

Events held in Exhibit Halls, the Lucas Oil Stadium and all public-ticketed events require insurance. Customers must provide the ICCLOS with a Certificate of Insurance at least thirty (30) days prior to the date of initial occupancy. Food and beverage functions are exempt from insurance requirements, except when holding a banquet in an exhibit hall and move-in and/or move-out days are needed.

The Certificate of Insurance shall be endorsed to provide that the Capital Improvement Board of Managers of Marion County, Indiana, and its officers, Board, agents and employees is an Additional Insured as to all Commercial General Liability, Commercial Automobile Liability, and Umbrella Liability insurance coverage provided under such policy or policies, and further agrees that such insurance as is designated hereunder shall be written for not less than the following limits of liability:

COMMERCIAL GENERAL LIABILITY:	
\$2,000,000	General Aggregate.
\$2,000,000	Products Completed Operations Aggregate.
\$1,000,000	Personal and Advertising Liability.
\$1,000,000	Each Occurrence Limit.
\$100,000	Damage to Rented Premises.
\$5,000	Medical Payments.

COMMERCIAL AUTOMOBILE LIABILITY	
\$1,000,000	Combined Single Limit Bodily Injury & Property Damage or equivalent , including hired and non-owned Auto Liability.

UMBRELLA EXCESS LIABILITY	
FOR EXHIBIT HALL EVENTS:	
\$1,000,000	Combined Single Limit Bodily Injury & Property Damage is required.
FOR STADIUM EVENTS:	
\$5,000,000	Combined Single Limit Bodily Injury & Property Damage is required.

### Indiana Convention Center & Lucas Oil Stadium WORKERS' COMPENSATION

ICCLOS users further agree to have and maintain in full force and effect during its occupancy a policy or policies of worker's compensation and employers' liability insurance which provide it with complete coverage and protection from and against claims, actions or lawsuits brought under or pursuant to worker's compensation, employer's liability or other employee benefit acts, including actions brought by volunteers of the Licensee. Such insurance shall be in the amounts required by statutory worker's compensation requirements and employer's liability limits of \$500,000 each accident, \$500,000 disease limit and \$500,000 disease limit for each

employee or volunteer. If the client uses volunteers in conjunction with its use of the ICCLOS, such policy or policies of insurance shall specifically cover and include volunteers of the client.

Events considered as "hazardous activity," such as motorcycle races, monster truck events, or events using pyrotechnics are required to submit a Safety Plan for review by the facility. For further information or a sample Certificate of Insurance, consult the Sales or Event Management Department.

### 3.2 PERMITS AND TAXES

1. All Licensees are responsible for Indiana state sales tax, currently seven percent (7%) on the gross rental costs for ICCLOS facilities. An Indiana tax exempt certificate must be on file thirty (30) days prior to the event date to absolve the Licensee from state sales tax.
2. In addition to the seven percent (7%) Indiana sales tax, there is a two percent (2%) Marion County Food and Beverage tax on all food and beverage purchases.
3. A ten percent (10%) Marion County Admissions tax will be imposed on all tickets sold through our ticket office for concerts, sporting events, and other public ticketed entertainment events. This tax does not apply to educational institutions, religious organizations, and events sponsored by an organization that is considered a charitable organization by the Internal Revenue Service for federal tax purposes. This tax is included in the admission price. If you have any questions pertaining to the county admissions tax, contact your Sales Manager. See Section 9, item number 2.
4. The Indiana State Fire Marshal requires all clients utilizing ICCLOS facilities for entertainment or public assembly to apply for an Application for Amusement Entertainment Permit. The form should be completed online at <http://www.in.gov/dhs/2795.htm>. Please mark "Special Event Endorsement" for the type of permit requested. Return the signed form, together with payment, no later than 30 days prior to your event, to the:

Department of Homeland Security  
Division of Fire Safety-Permit Division  
302 West Washington Street, Room E241  
Indianapolis, IN 46204

Currently, the Special Event Endorsement requires a \$99.00 fee. Questions should be directed to the Indiana State Fire Marshal at 317 232-2222.

5. Exhibitors selling goods (new or used) must register their business with the Indiana Department of Revenue ("IDOR") and submit a Business Tax Application (BT-1) for sales tax. All exhibitors selling products or tangible items are required to have a BT-1 and to collect the Indiana state sales tax (currently 7%) and declare to the IDOR. Presently, a \$25.00 fee applies. Please visit <http://www.in.gov/dor/4323.htm> to register and for additional information.
6. All exhibitors sampling or cooking must register with the Marion County Health Department ("MCHD") and operate in accordance with 410 IAC 7-24 of the MCHD. Certain rules and regulations apply and can be found, together with the registration form, at [www.icclos.com/exhibitors/facility-services-order-utilities.aspx](http://www.icclos.com/exhibitors/facility-services-order-utilities.aspx).

## 4.1 FIRE SAFETY

1. For safety, all exhibitors, groups, shows, events, etc. shall comply with all laws of the United States and the State of Indiana, all ordinances of the City of Indianapolis, and all rules and requirements of the police and fire departments or other municipal authorities of the City of Indianapolis, and all rules and regulations from time to time adopted or prescribed by ICCLOS for the government and management of ICCLOS.
2. When the seating arrangement is auditorium-style, the Indiana Fire Code requires that an announcement shall be made not later than ten (10) minutes prior to the event indicating the location of exits to be used in the event of a fire or other emergency.
3. Nothing is permitted to block fire-fighting or other emergency equipment. This includes fire hose and extinguisher cabinets and fire pull boxes. Aisles and fire doors must be kept free for use.
4. Helium tanks and helium balloons are not permitted in the facility.
5. Electrical equipment must be Underwriters' Laboratory (UL) approved and gas-operated equipment must be AGA (American Gas Association) approved. See Section 2.5.
6. Flammable gas storage tanks are not permitted in the ICCLOS. If vehicles or equipment have such tanks (full or empty), they must be removed and placed outside the facility. See Section 2.5.
7. In accordance with National Fire Protection codes, open gas cans, gas, oil, propane, butane, helium or other gases may not be brought into the exhibit area. Open flames are not allowed. With advance approval by the Director of Security, small propane cylinders, interchangeable on all propane appliances with a maximum net weight of 14.1 oz., used for soldering purposes, are allowed. The ICCLOS Security Manager must be notified in advance.
8. Any exhibit that produces fumes must receive prior written approval from Facility Management.
9. Any event requiring the use of either flammable or non-flammable materials in storage tanks is required to have the tanks secured so they cannot be tipped over. The ICCLOS requires ABC fire extinguishers be present in the area where storage tanks containing flammable materials are located.
10. Any vehicle using flammable liquid petroleum products as a propellant cannot have more than 1/4 tank of such propellant in its storage tank. Fuel tank covers must be locked, taped or sealed and the source of electrical supply must be rendered inoperable when in the facility (battery cables disconnected and ends taped). See Section 2.5.  
  
Exceptions may only be made with the written approval of the State of Indiana Fire Marshal and City of Indianapolis Fire Department.
11. Gasoline engines or motors may not run in any exhibit space after move-in. Any exceptions (for exhibits) must have the approval of the State of Indiana Fire Marshal and City of Indianapolis Fire Department, and Facility Management. See Section 2.5.
12. All buntings, curtains, and drapings of any kind must be made of non-combustible materials.
13. Hay, straw, wood chips, and any other flammable material may be used for display purposes only if they are treated (fireproofed). Plastic must be placed on the floor before the material is used, and the material must be contained from spreading beyond the plastic area.
14. Cooking is not permitted on any carpeted area.
15. For cooking in Exhibit Halls, please see Section 6.2 FOOD & BEVERAGE.

16. The following general guidelines will apply for exhibitors wanting to construct two-tiered exhibits for shows:

- Detailed plans for any two-tiered exhibit must be submitted to Facility Management sixty (60) days prior to event, and written approval must be obtained prior to move-in.
- One (1) ABC type fire extinguisher must be available on the first floor of the structure.
- A smoke detector is to be installed on the first level of the structure (it can be hard-wired or battery-operated).
- If the structure is completely enclosed (meaning a roof over the second floor), a sprinkler system must be installed. If the space above the second level is open (meaning no roof), no sprinkler system is needed.

## 4.2 PYROTECHNICS POLICY

All pyrotechnic displays (each a “Display”) and Flash Pots (as defined below) must follow guidelines set forth by NFPA 1126, as amended, and Indiana Fire Code Title 675, as amended. In addition, the Indiana Convention Center & Lucas Oil Stadium, Indianapolis, Indiana (the “ICCLOS”) requires that:

### LUCAS OIL STADIUM (“LOS”)

1. No pyrotechnic effect shall hit any portion of the roof, speakers or any other elevated surface, and no pyrotechnic effect may be shot more than 100 vertical feet from the LOS field level.
2. No pyrotechnic effect shall be allowed in any LOS meeting room or concourse.
3. Airbursts shall not be permitted to be fired above an assembled audience.
4. All pyrotechnic effects are subject to a test shoot within twenty-four (24) hours of the actual Display. The pyrotechnic effects used in the actual Display shall be of the same strength and intensity as those pyrotechnic effects used in the test shoot.

5. A valid federal license from the U.S. Department of the Treasury—Bureau of Alcohol, Tobacco and Firearms—for the use of “low explosives” shall be presented to the ICCLOS by the pyrotechnic company and the person intending to present the Display. For purposes hereof, “low explosives” shall mean any explosive which, when used in its normal manner, deflagrates or burns rather than detonates. The pyrotechnic company and the person intending to present the Display shall use its best efforts to present their respective license to the ICCLOS at least seven (7) days prior to the Display.
6. The pyrotechnic company or the person intending to present the Display shall use its best efforts to provide thirty (30) days’ advance notice to the ICCLOS for any special requirements relating to LOS’s HVAC and/or fire alarm systems.
7. At least twenty-four (24) hours before the event, written notice must be given to the Office of Fire Prevention (Fire Marshall) of the Indianapolis Fire Department. The written notice must include a certification by the person intending to present the Display that the Display is in accordance with rules under IC 22-11-14.5-3 and any ordinance or resolution adopted under IC 22-11-14.5.
8. Three (3) copies of a detailed description of the Display must be provided to the ICCLOS at least twenty-four (24) hours before start of the Display, including:
  - a) A grid showing the exact location, number and type of devices to be used, and the spread and height of the pyrotechnic effects.
  - b) A narrative of the Display, including a schedule of events and the number and location of the certified pyrotechnics involved.
  - c) The number and location of fire extinguishers available for the Display.
  - d) The plans for pre-function pyrotechnic testing.
  - e) Documentation that all drapes, floor coverings and other similar materials used for the Display are of an appropriate fire-resistance rating.

9. Copies of all insurance certificates must be presented by the pyrotechnic company to the Indianapolis Fire Department and the ICCLOS at least thirty (30) days prior to any Display. Such certificate shall provide for primary insurance in the amount of \$1M, umbrella coverage of at least \$2M, worker's compensation per statutory limit and shall indicate that the Capital Improvement Board of Managers of Marion County, Indiana ("CIB") shall be named as an additional insured. CIB shall be provided at least thirty (30) days' prior notice of any cancellation or material change to such insurance.
10. No propane devices are permitted unless prior written approval is received by the pyrotechnic company from the authority having jurisdiction. The pyrotechnic company shall use its best efforts to provide notice of approved propane devices to the ICCLOS twenty-four (24) hours in advance of the Display.
11. Appropriate storage containers shall be used in accordance with NFPA 1124, as amended, and Material Safety Data Sheets must be available on-site for each storage container.

#### **INDIANA CONVENTION CENTER ("ICC")**

1. No pyrotechnic effects except for Flash Pots are permitted in the ICC. For purposes hereof, a "Flash Pot" shall mean a device used with flashpowder that produces a flash of light and is capable of directing the flash in an upward direction.
2. Flash Pots may only be used exhibit halls and ballrooms and are not permitted in any other area.
3. If there is a test shoot prior to the use of the Flash Pot, then the Flash Pot used in the actual shoot shall be of the same strength and intensity as the Flash Pot used in the test shoot.
4. The person intending to use the Flash Pots shall use his best efforts to provide the ICCLOS thirty (30) days' advance notice for any special requirements relating to ICC's HVAC and/or fire alarm systems.

5. At least twenty-four (24) hours before the use of any Flash Pots in the ICC, written notice must be given to Office of Fire Prevention (Fire Marshall) of the Indianapolis Fire Department. The written notice must include a certification by the person intending to use the Flash Pots that the Flash Pots are in accordance with rules under IC 22-11-14.5-3 and any ordinance or resolution adopted under IC 22-11-14.5.
6. Three (3) copies of a detailed description of the Flash Pots to be used must be provided to the ICCLOS at least twenty-four (24) hours before their use, including:
  - a) A grid showing the exact location and number of Flash Pots to be used.
  - b) The number and location of fire extinguishers available.
  - c) The plans for pre-function testing of Flash Pots, if any.
  - d) Documentation that all drapes, floor coverings and other similar materials used for the Flash Pots, if any, are of an appropriate fire-resistance rating.
7. Copies of all insurance certificates must be presented by the person intending to use the Flash Pots to the Indianapolis Fire Department and the ICCLOS at least thirty (30) days prior to any use of Flash Pots. Such certificate shall provide for primary insurance in the amount of \$1M, umbrella coverage of at least \$2M, worker's compensation per statutory limit and shall indicate that the Capital Improvement Board of Managers of Marion County, Indiana ("CIB") shall be named as an additional insured. CIB shall be provided at least thirty (30) days' prior notice of any cancellation or material change to such insurance.
8. Appropriate storage containers, if any, shall be used in accordance with NFPA 1124, as amended, and Material Safety Data Sheets (if necessary) must be available on-site for each storage container.

## 5.1 ARMED SECURITY

For liability and contractual reasons, the ICCLOS retains the exclusive right to schedule armed security personnel through Protection Plus, Inc. (4-hour minimum requirement applies). If your show has armed security needs, please schedule directly through your Event Coordinator.

The ICCLOS reserves the right to change or modify this policy as necessary in the interest of safety, security and the orderly operation of our facilities. See section 7.2 CONTRACTED SERVICES: Security (Armed) - Protection Plus.

## 5.2 GENERAL SECURITY

ESG Security, Inc. is the exclusive provider of security services for elevator operators and tarmac/traffic control personnel in the Convention Center. Please schedule directly through your Event Coordinator/Security Manager.

For further information on ESG, please contact the ESG Administrative Office at 317 262-2161.

CSC is the exclusive provider of security services for Lucas Oil Stadium. CSC may be contacted at 317 262-3493.

Additionally, a pre-qualified list of additional convention security firms has been established that shall be utilized when selecting security personnel for events which primarily utilize ICC. All our security providers are able to provide a wide range of services to our clients. Some of these services include badge checkers, overnight security, roaming security, V.I.P. escort services, ushers, and dock guards.

The ICCLOS requires that a pre-qualified convention security firm be contracted to provide all event security. Should a client wish to use a security firm that is NOT on the list of pre-qualified convention security firms, a representative of the security firm, fully empowered to execute agreements, must

contact the ICC at 317 262-3400, at least ninety (90) days prior to the event's first scheduled move-in date to complete all the prerequisites of pre-qualification. Additionally, a representative of the security firm shall contact the client's assigned Event Coordinator at least sixty (60) days prior to the event's first scheduled move-in date. Please note, a security firm must meet all requirements thirty (30) days prior to the event's first scheduled move-in date or they will not be permitted to provide any services.

## 5.3 REQUIRED SECURITY PERSONNEL

### DOCK GUARDS

Dock guards are required during move-in and move-out hours in the Indiana Convention Center and Lucas Oil Stadium. This applies to both decorator and exhibitor move-in and move-out. Clients must select from the pre-qualified security list and should include the costs in their budget. (4-hour minimum applies.) ICCLOS has the right to determine the necessary number and placement of all required security personnel.

### CONVENTION CENTER EVENTS:

All events held within the ICC shall be required to have ESG personnel for the following positions:

**Elevator Operators:** Some events may require the use of a freight elevator to move equipment or exhibits to the second floor of the building. An ESG elevator operator is required for any move-in/move-out that requires the use of a freight elevator (4-hour minimum requirement applies).

**Tarmac/Traffic Supervisor:** For exhibit hall events, a tarmac/traffic supervisor is required for ALL move-in and move-out days (4-hour minimum requirement applies). The tarmac is the concrete apron located behind the exhibit hall docks. The tarmac/traffic supervisor is responsible for handling all traffic in this area in order to alleviate congestion for the moving-in or out of a tradeshow or similar event.

The tarmac/traffic supervisor shall primarily be responsible for overseeing the orderly flow of traffic on the tarmac and keeping the tarmac clear of parked vehicles and/or unauthorized vehicles. In addition, the tarmac/traffic supervisor shall be responsible for preventing vehicles from blocking access to loading dock ramps and for supervising the dock door operators. When appropriate, the tarmac/traffic supervisor shall coordinate with the client's Marshalling Yard exit guard regarding loading dock availability and space on the tarmac.

Show management should schedule and budget for all the expenses associated with a tarmac/traffic supervisor for all move-in and move-out hours. If, however, there is more than one event moving in or out of the ICC within the same time period, the ICC shall make every effort to split the billing for the tarmac/traffic supervisor. See your Event Coordinator for more details.

### **LUCAS OIL STADIUM EVENTS**

All clients using the LOS are required to use CSC for all docks and freight elevators. The number of guards, ushers, and ticket takers required for a LOS event will vary based on your group size and event type. Your Event Coordinator and the ICCLOS Security Manager will discuss this with you.

Show management should schedule and budget for all the expenses associated with a dock/traffic supervisor for all move-in and move-out hours.

## **6.1 DOCK RULES & INFORMATION**

1. Because of limited space availability, our facility cannot provide shipping/receiving services. All shipping should be coordinated through a pre-qualified Decorator, both before and after the Event. Shipments must be scheduled to arrive on the first contracted date of the Event, and not before.
2. Empty crates are not permitted on or outside docks, and all empty crates must be placed back on trucks.
3. Forklifts left after a show must be removed by 8 a.m. the following morning or a storage fee will be charged.
4. During an event, forklifts may be left inside the dock when not in use if they do not block aisles or exits. Propane forklifts may be left in the facility if the tank is removed and stored outdoors in customer provided cage.
5. No decorator equipment "boneyards" are permitted on docks or swing space unless show has rented the space. If show has rented space for boneyards, a twenty foot (20') aisle must be kept clear at all times.
6. Gasoline or propane may not be stored inside the building or in trucks parked adjacent to the facility. Any gasoline not stored in a UL approved fire rated cabinet must be stored a minimum of twenty feet (20') from the building at all times.
7. Full or empty spare propane tanks may not be stored inside the facility. All propane must be stored OUTSIDE in security cages. Locations are: outside Hall G at the ICC, or outside the northwest corner of the LOS facility. See also section 2.5 Motor Vehicle, Boat, Motorcycle, and Aircraft Display, #6.
8. ICC: On the A and B ramps, unloading is permitted in one (1) lane only. For ALL DOCK RAMPS, a minimum ten foot (10') wide fire lane is required.
9. Trailers must stay within assigned dock areas AT ALL TIMES.
10. Only marked, company-owned decorator vans/trucks/trailers are allowed on the docks. Personal vehicles are not permitted on docks at any time. Only vehicles with approved ICCLOS temporary parking passes displayed in the windows will be allowed to park at the appropriate dock or designated areas. At all times, the Tarmac/Traffic Supervisor or ICCLOS Security Manager has final and absolute authority to decide who is permitted to park and where they may do so.

11. LOS's eleven (11) underground loading bays, 30,000 square foot dock area, may be accessed off northbound Missouri Street. This area includes TV hook-ups and appropriate TV truck power plus a vehicle ramp to the field and Exhibit Halls 1 and 2.
12. Truck access to LOS's field and Exhibit Halls 1 & 2 may require "spotters" to assist the drivers as this is a narrow access route and care must be taken to ensure walls and columns are not damaged. All damages are the responsibility of Show Management.
13. An additional truck access to LOS's field only is available through the Southwest Vehicle Ramp. The Event Coordinator will determine the best truck access route to the field.
14. Loading docks for ICC, located at 5 South Missouri Street, must be accessed off Northbound Missouri Street, and are assigned as follows:

HALL	DOCK	HALL	DOCK
A	1-3	BLDG/SWING	30-35
B	4-6	G	25-28
C	7-9	H	40-46
D	10-12	I	47-52
E	13-15	J	53-55
F	22-24	K	56-58

**Please Note:** Dock 16 is an unassigned "floating" dock. This dock will be assigned on an event-by-event basis by the Event Coordinators. Please contact the appropriate Event Coordinator for availability. Docks 20-21 are designated for Centerplate.

15. Dock Guards: Dock guards are required during move-in and move-out hours and applies to both decorator and exhibitor move-in and move-out. Clients must select from the pre-qualified security list and should include the costs in their budget. (4-hour minimum applies.) ICCLOS has the right to determine the necessary number and placement of all required security personnel.

## 6.2 FOOD & BEVERAGE

Centerplate has exclusive food and beverage distribution rights within the ICCLOS. See also Section 7.2 CONTRACTED SERVICES: Food & Beverage - Centerplate.

The term "Hosted Food and Beverage" refers to Food and Beverage product that is guaranteed and paid for by the Licensee. It does not include sales tax, house charge, booth catering, catering for events held in conjunction with client's event, or labor charges.

CASH BARS AND/OR CONCESSIONS sales do not apply toward food and beverage minimums.

### GENERAL CONDITIONS REGARDING SAMPLING

The ICCLOS has established the following provisions to allow for the distribution of sampled food and beverage items:

1. The Catering Department of ICCLOS retains the exclusive right for booth catering. The combination and/or preparation of companies'/sponsors' products designed for the purpose of nourishment or entertainment, as in a reception, is deemed "catering."
2. The ICCLOS understands that certain conventions have, as their primary purpose, the preparation and consumption of food and beverage. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the confines of their booth.
3. Exhibitors may sample foods under the following guidelines. Permit applications are required and may be obtained through the Marion County Health Department. Centerplate may have additional guidelines and/or charges.
  - a) ICCLOS maintains the exclusive rights to all food and beverage sampled within the building and will determine the types of food and the maximum number of booths available for sampling within space held at the ICCLOS.

b) A sampling charge may be imposed to offset lost food and beverage sales.

- i. An "Authorization Request for Sample Food & Beverage Distribution" form can be obtained from your Centerplate Catering Manager or online at [icclos.com](http://icclos.com), by selecting Planners; Facility Services; Food & Beverage. Click on the [ezplanit.com](http://ezplanit.com) link and select the food sampling form. The form must be submitted a minimum of thirty (30) days prior to the event.
- ii. A signed copy of the authorization form must be present in the show management office and the exhibitor's booth at all times.
- iii. Items dispensed are limited to products manufactured, processed or marketed by the exhibiting firm and are related to the theme of the show.
- iv. All items are limited to SAMPLE SIZE.
  - Beverages are limited to a 2 oz. container.
  - Food items are limited to a "bite size", two oz. or less.
- v. The applicant acknowledges they have the sole responsibility for use, serving or other disposition of such items in compliance with all applicable laws. Indiana state law prohibits the sampling and distribution of any alcoholic beverage.
- vi. Applicant agrees to indemnify and forever hold harmless Centerplate, ICCLOS, and the CIB.
- vii. Show Management and applicant are responsible for securing all applicable City and State permits for the distribution of sampling items including applicable Marion County Health Permits.
- viii. Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- ix. Food and beverage items used as traffic promoters (i.e. coffee, popcorn, sodas, bar service, ice, etc.) MUST be purchased from Centerplate.

In addition to the seven percent (7%) Indiana sales tax, there is a two percent (2%) Marion County Food and Beverage tax on all food and beverage purchases. Please call 317-262-3500 to speak with a catering manager.

#### **GUIDELINES FOR COOKING IN FACILITY**

1. Cooking is not permitted on any carpeted area.
2. Cooking in Exhibit Halls (for Specialty Groups)
  - All cooking requires prior approval from Facility Management and must be in accordance and with written approval of the State of Indiana Fire Marshal and City of Indianapolis Fire Department, and the Marion County Health Department.
  - All food must come from a US Government approved source. No home-prepared foods are permitted.
  - Only limited food preparation shall be allowed. Only hot holding, cold holding, assembly and serving may be conducted at the event.
  - The Marion County Health Department requires a temporary license to cook, hold and serve food. All events sampling or cooking must register with the Marion County Health Department and operate in accordance with 410 IAC 7-24 of the Marion County Health Department.

The form can be obtained online at [icclos.com](http://icclos.com). Select Planners; Facility Services; Food & Beverage, then click on the [ezplanit.com](http://ezplanit.com) link and select the food sampling form. (If required to obtain a license, a certified food handler must be present at the event.)

  - Temporary hand washing stations and 3-bay pot and pan washing sinks are required by the Marion County Health Department. ICCLOS will charge accordingly.
  - The organizer is responsible for providing one location for vendors to obtain water on-site for hand washing, utensil washing, and sanitizing.

### 6.3 FREIGHT

**The ICCLOS staff will not accept freight shipments; however, our in-house Ricoh Business Center will receive packages as stipulated in number one below.**

1. Packages must be addressed to:  
Rico Business Center  
Attn: Eric Normington  
Next to Room 111  
100 S. Capitol Avenue  
Indianapolis, IN 46225  
  
NO skids/pallets of any sort will be accepted. Package maximum width cannot exceed 34" and maximum height cannot exceed 82". Maximum package weight cannot exceed 120 lbs. A ten dollar (\$10.00) fee per box, regardless of size or weight, will be charged. For more information or scheduling, contact [eric.normington@ricoh-usa.com](mailto:eric.normington@ricoh-usa.com)
2. For exhibit and meeting room shipments to the ICCLOS:
  - Representatives MUST be present to receive all shipments. The ICCLOS is not responsible for lost or misplaced freight or for any materials left unattended.
  - Exhibit Shipments: All shipments made directly to the ICCLOS on a move-in day for an exhibit hall must be routed to the attention of the decorator and directed to the proper dock location. The ICC dock is located on the west side of the facility. For LOS, use the Missouri Street dock on the west side of the facility.
  - Meeting Room Shipments: Materials to be used in meeting rooms should be sent to a representative of either the event sponsor or the decorator at 100 South Capitol Avenue, Hall G Ramp for ICC, and at 500 South Capitol Avenue for LOS. (Both addresses are in Indianapolis, IN 46225.) All packages, cartons, crates, and containers brought into and out of the facility are subject to inspection by building security.

3. Maximum sizes for crates delivered into the facilities:

ICC	WIDTH	HEIGHT
Meeting rooms	61"	81"
Sagamore Ballroom (Sections 2 and 6)	7.5'	6.9'
Sagamore Ballroom (Service Hallway)	5.1'	6.9'
500 Ballroom (Speedway Entrance)	7'	8' 11"
500 Ballroom (Service Corridor)	93"	7'
Wabash Ballroom	5.1'	6.5'

LOS	WIDTH	HEIGHT
East Club Lounge	5.1'	7.5'
West Club Lounge	5.1'	7.5'

4. All crates and skidded items must be transported on 4-wheel flatbed trucks, forklifts with rubber bumpers or wall savers and non-marking rubber tired wheels. Crates and skids are not permitted on carpet unless they are transported by non-marking rubber tired, dollies or pallet jacks. See Section 2.1, item #4.
5. Second floor freight in ICC must be delivered to the second floor via a freight elevator or service elevator. Forklifts are prohibited on the second floor of the convention center. Check with your Event Coordinator to make the necessary arrangements.  
See also Section 2.1.

### 6.4 GENERAL RULES

1. All non-building equipment, freight, decorations, and miscellaneous items must be removed from the Premises at the expiration of the Licensee's contract. Items left beyond this time will be treated as abandoned equipment and disposed of as the Facility sees fit. If quantity is excessive, charges may apply.

2. NO advertising, booth space sales, reservations, nor ticket sales shall occur until signed contract and deposit are received.
3. In an effort to create a healthy environment for all guests at the Indiana Convention Center & Lucas Oil Stadium, the use of tobacco is strictly prohibited inside the convention center and stadium and within 8' of the entry doors. This includes, but is not limited to, cigarettes, e-cigarettes, all forms of vapor cigarettes, cigars, pipes and oral tobacco. Those who wish to use tobacco may do so a minimum of 8' away from the outside entry doors.
4. During move-in and move-out periods, all show personnel (exhibitors, decorators, etc.) must enter and exit the facilities through approved entrances. Your event coordinator will advise you of your designated dock entrance. This is determined by the location of your event. For ICC, enter and exit the exhibit halls through the west dock entrances. For LOS, enter and exit through the Missouri Street dock or Employee Entrance, located on street level on the west side of the stadium.
5. No one is permitted to enter unassigned or restricted areas without written approval of Facility Management, the Event Coordinator, or Security Coordinator.
6. Animals are not allowed in the facility unless they are Service Animals (recognized as such under titles II and III of the ADA) or part of a scheduled event (i.e., dog show or circus).
7. Children must be attended by an adult at all times and are strictly prohibited from playing in areas not designated for such purposes. Forbidden areas include, but are not limited to escalators, hallways, and restrooms. Children associated with a show are the responsibility of their respective group. Children attending a function are the responsibility of their parents and/or guardian, whether temporary or legal.
8. The recently enacted SEA 292 and its addition of I.C. § 35-47-11.1 to the Indiana Code, effective July 1, 2011 ("Statute"), prohibits,

with certain exceptions, a political subdivision from regulating any matter pertaining to firearms, ammunition, and firearm accessories ("Firearms"). The implications of the Statute are as follows:

The Statute applies to the CIB, as it is a political subdivision (as defined in the Statute);

- As of July 1, 2011, the CIB may not regulate Firearms in its facilities;
- The Statute does provide for you, as a promoter and/or organizer of events ("Events") in the CIB facility that you have licensed ("Licensed Premises"), to, in your discretion, establish rules of conduct or admission to your Events that include restrictions on Firearms;
- In the event you establish rules of conduct or admission for your Events that include restrictions on Firearms, the CIB may enforce those rules of conduct or admission.

As Licensee, you must provide the CIB with written notice of whether you will establish rules of conduct or admission for your Events that include restrictions on Firearms and to advise us, in your discretion, whether you will be directing us to implement and enforce such rules of conduct or admission.

9. Noise and other disturbances should be at reasonable levels that do not affect another group's quiet enjoyment of the Center, or in any way obstruct or interfere with the rights of other clients in the Center. Special effects, sound levels and bass levels are not to excel appropriate levels for surrounding events. If management deems noise to be excessive, you will be notified to reduce the level of sound. If management's request is not complied with, management has the right to adjust the sound level to a point which will not increase throughout the remainder of the event. Should the sound level increase after you have been notified, management has the right to turn sound off or close the show.

Should you have any questions or concerns, please contact your Sales Manager or Event Coordinator.

## 6.5 PARKING

Denison Parking operates all CIB owned parking lots including 1,500 LOS on-site surface spaces. There are over 9,400 public and private parking spaces immediately surrounding ICCLOS, and an additional 40,000 parking spaces are within a ten-block area.

1. Accessible parking is available in any of the ICCLOS surface lots or nearby parking garages. Consult your Event Coordinator with any parking needs or questions.
2. Security and traffic control guards are authorized to control all traffic patterns and movement of events. All decorators, exhibitors, and show personnel are to follow the directions of traffic and security personnel.
3. Vehicles may not be left unattended for an extended length of time during move-in and move-out, nor may vehicles be left on the dock ramp(s). The emergency vehicle lanes must be available at all times.
4. Vehicles are not allowed to block ingress or egress at any time.
5. Vehicles may not be parked on grassy areas.
6. At the show manager's and Event Coordinator's discretion, exhibitor vehicles are permitted to enter the facility for loading and unloading purposes. Vehicles inside the facility must be shut off and the transmission must be in the "park" position & parking brake engaged. Once an exhibitor has unloaded, the vehicle is to be removed from the facility.
7. Parking in the Maryland Street Motor area is prohibited.
8. Three (3) complimentary tarmac/dock parking permits per exhibit hall are available for show management. Consult your Event Coordinator.

9. Any vehicle parked in an unauthorized area will be towed by Delaware and South Towing at owners' expense. Delaware and South's lot is located at 310 South Delaware Street, Indianapolis, IN 46204, 317 638-1458.
10. TV truck parking is available in the Missouri Street Dock for LOS. TV broadcast connections and TV truck power is available. TV truck parking for ICC depends on the location of the event. Check with your Event Coordinator for details.
11. Satellite truck and "Local Live" truck parking is available for LOS at the corner of Missouri and South Streets, on the northwest side of LOS. Pre-run cables to the Missouri Street loading dock local TV room are available at this location.

## 6.6 SWING SPACE TRACTOR/TRAILER CLEARANCE

Senate Avenue Entrance – For groups in Halls H, I, J, K, POV's or vehicles lower than 10'11" H may consider entering through the Senate Avenue Entrance. Contact your Event Coordinator for details.

Isolated combinations of Halls C, D and E will be affected by the following restrictions:

1. Maximum permissible tractor/trailer combination is a single-axle tractor and fifty-three foot (53') standard trailer with adjustable wheel base.
2. Extended cabs and fifty-three foot (53') tankers are not permitted.
3. During move-in and/or move-out, "spotters" may be required to assist the drivers. Arrangements should be made through your Event Coordinator.
4. Any damage to the facility is the responsibility of the show management.

## 7.1 ACCESSIBILITY SERVICES

The ICCLOS are Americans With Disabilities Act (ADA) compliant facilities and are responsible for the permanent building access such as, but not limited to, wheelchair ramps, elevator standards, door width standards, and restroom accessibility.

- **Hearing Enhancement:** Hearing enhancement equipment is available through your Event Coordinator at ICC, and at Guest Services in LOS. Contact your Event Coordinator for further information.
- **Wheelchair Availability:** Wheelchairs are available on a first-come, first-served basis at the First Aid facilities or security office. For LOS events, please contact Guest Services for wheelchair availability. A driver's license or Government issued picture identification is required as a deposit. Wheelchairs may not be removed from the facility.
- Licensee is responsible for non-permanent accessibility requirements such as, but not limited to, seating accessibility, auxiliary aids for the visually impaired, hearing impaired, and mobility impaired.
- Licensee is responsible to ensure compliance of temporary architectural event features such as registration, information booths, and any other services/programs available to exhibitors, attendees or the general public.

### SERVICE ANIMALS

Service animals are limited to dogs and miniature horses that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not

pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals.

Service animals are welcome to accompany people with disabilities in all areas within the ICCLOS facilities where the public is normally allowed to go. Provided that service animals are harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the service animal through voice, signal, or other effective controls. Further, miniature horses as service animals may be limited to the extent it is determined that the horse's presence will compromise legitimate safety requirements necessary for safe operation of the ICCLOS's facilities.

## 7.2 CONTRACTED SERVICES

### FIRST AID SERVICES - IU HEALTH SERVICES

The ICCLOS first-aid facilities are serviced by IU Health Services. Medical personnel are required if 2,000 or more attendees are anticipated for an event. For staffing charges, contact your Event Coordinator. In case of an emergency during your event, contact Facility Security or your Event Coordinator.

### FOOD & BEVERAGE - CENTERPLATE

Centerplate has exclusive food and beverage distribution rights within the ICCLOS. No food, beverage or novelties may be brought into the facility or sold without the express written consent of ICCLOS Management (enticement candy excluded).

The Catering Department of ICCLOS reserves the right to provide all cash and contracted service for on-site consumption.

Centerplate provides first-class service and the highest quality food. They are experienced in customizing specialty menus and meeting most dietary restrictions.

Services available to Centerplate clients include:

- Plated Meals, Buffets and Receptions
- Themed Events
- Cash Sales Venues
- Stadium Concessions
- Portable Concessions
- Cafeterias
- Food Courts
- Bars
- Coat/Luggage Check Service
- Ice Carvings
- Floral Centerpieces
- Exhibit Booth Catering
- Luxury Suite Catering
- Boxed lunches
- Merchandise & Novelty Sales

#### **INTERNET AND DATA SERVICES - SMART CITY**

Smart City is the exclusive internet and data service provider for the ICCLOS. For more information, please consult Section 10.5 INTERNET & DATA SERVICES.

#### **PARKING SERVICES - DENISON PARKING**

Denison Parking operates all CIB owned parking lots. For special parking needs, please work directly through your Event Coordinator. Denison Parking is available at 317 916-1760. See also Section 6.5 PARKING.

#### **SECURITY - CONTEMPORARY SERVICES CORPORATION AND ESG SECURITY, INC.**

For more information, please consult Section 5.2 SECURITY POLICIES: General Security, or contact your Event Coordinator.

#### **SECURITY (ARMED) - PROTECTION PLUS**

For more information, please consult Section 5.1 ARMED SECURITY. Please contact your Event Coordinator for assistance in hiring armed security.

### **7.3 DIGITAL SIGNAGE**

Located at key points around the facility, our digital signage displays event-specific time schedules and locations, local weather and upcoming events. The outdoor signs are used to list events taking place within the Facility. Your Event Coordinator will work with you to determine the correct information to display for your event.

### **7.4 EQUIPMENT**

The following equipment is available on a first-come, first-served basis as part of the License Agreement. The complimentary equipment does not apply to equipment inside a tradeshow booth. Tradeshow booths are furnished by Event's hired service contractor/decorator. If it is necessary for the ICCLOS to supplement its own equipment inventory, rental charges will be passed on to the client. Refer to the Supplemental Labor and Equipment Rental Information for additional equipment.

1. Chairs.
2. 5 ½' round tables (for banquets).
3. 8' x 30" or 6' x 18" tables (for classroom seating).
4. 8' x 30" clothed tables for registration.
5. Podiums and lecterns.
6. Three (3) microphones (with the exception of wireless microphones). Labor to install microphones and other audio visual equipment will involve a charge. Consult your Event Coordinator for specific information.
7. Water service at the podium and headtables.

The initial room setup is included with room rental as long as event specifications are received by the Event Coordinator at least (30) days prior to event's first move-in day. Specifications received inside the 30-day timeline may incur charges. Changes to the initial room setup or room turnovers will involve an additional labor charge. Consult your Event Coordinator or the current Supplemental Labor and Equipment Rental Information for prevailing rates.

The ICCLOS has a limited inventory of audio-visual rental equipment.

Bleacher/riser units, averaging 150 seats each, are available at an additional charge.

Refer to the Supplemental Labor and Equipment Rental Information for prevailing rates. Facility equipment may not be removed from the facility.

## 7.5 GUEST SERVICES

### BUSINESS CENTER - RICOH

The ICCLOS Business Center, in partnership with Ricoh, is located on the 1st Floor of the Indiana Convention Center in the Capitol Avenue Lobby, directly across from Room 116. Place your print orders in advance and have them conveniently waiting for you upon your arrival.

Limited services include:

1. Black and White Copy Services.
2. Color Copy Services.
3. Large Format – Color and Black and White.
4. Document Finishing/Binding.
5. Fax Services.
6. Copier Rental.
7. Facsimile Rental.
8. Basic Office Supplies.
9. UPS Shipping service center for Domestic shipping only. Pre-arranged shipment receiving.
10. Laminating Services.

### GUEST SERVICES

The ICCLOS Guest Services is located on the first floor of the Convention Center between the 500 Ballroom Reception Room and Meeting Room 116. Limited services include:

- U.S. Mail drop box.
- Vending machines.
- Automatic Teller Machine (ATM). Additional ATMs are located in the Maryland Street Lobby Food Court, behind room 140 and throughout the public areas of the stadium.)

### NEARBY AMENITIES

The convention complex is directly linked to five of Indianapolis' luxury downtown hotels via skywalks and connected to seven other choice hotels through the Circle Centre shopping and entertainment complex. More than 200 downtown restaurants offer delicious dining options. The nearby canal, attractions, museums, performing arts venues, comedy clubs, nightclubs and sports facilities offer a wide variety of entertainment to facility guests. Pedestrian skywalks connect 4,717 of downtown's 7,200 total hotel rooms to the Indiana Convention Center & Lucas Oil Stadium.

### PAGING/PUBLIC TELEPHONES

Paging will be restricted to emergencies only. Clients may install a paging microphone for areas within their show. For outside communications, telephones are available for a fee. Consult your Event Coordinator.

A public telephone is located by Room 107 in the convention center. A TTY Announcer telephone, equipped with hearing enhancement capabilities, is also available in the LOS ticket office. The TTY phone number is 317 262-3578. Consult your Event Coordinator for details.

Red telephones (for in-house emergency use only) are located throughout the facilities. Our security office may be reached 24-hours a day by dialing 3350 from any red telephone in the convention center, or by dialing 4000 in LOS. Security personnel will assist in any way possible.

### SOCIAL MEDIA

To discuss Social Media opportunities, please contact us at 317 262-3400.

## 7.6 SIGNAGE/DECORATIONS/ CLIENT MATERIALS

1. Clients may not nail, staple, tape, spray, hang, or attach anything to walls, ceilings, fixtures and floors.
2. Holes may not be drilled, cored, or punched, and fasteners may not be attached to the floor or walls without prior written approval of Facility Management. All work must be done by ICCLOS personnel or under their direction.
3. Stickers, glitter, and confetti are not permitted in the facilities. Adhesive backed decals and stickers may not be given out inside the ICCLOS by any client, exhibitor, or individual. Any costs incurred by the ICCLOS to remove any decals/stickers affixed to floors, walls, windows, doors, escalators, handrails, ICCLOS equipment, etc. inside or outside the facility will be billed to the client associated with the sticker/decals.
4. Helium tanks and helium balloons are not permitted in the facilities.
5. Spray painting, touch-up painting, or use of cleaning materials (i.e. Armor All) on equipment may be done only after the exhibitor has provided adequate protection for surrounding surfaces. Exhibitors who fail to provide the protection are billed at a rate to be determined at the time of clean-up. A one-hour minimum is charged. Absolutely no painting will be permitted in any carpeted area.
6. Window clings:
  - Clients who utilize the entire facility may use window and door clings. Preliminary design and specifications must be submitted to ICCLOS for approval 45 days prior to installation. Final artwork and specifications must be provided to ICCLOS 30 days in advance of installation date.
  - Advertising/Sponsorship opportunities are offered during the contracted timeframe (term) of the event and must be within the leased area of the facility.
  - Must be approved by show and facility management. The ICCLOS reserves the right to refuse to hang any window clings.
  - Should be light colored window clings that reflect light.
  - Must cover the entire pane.
  - Is best applied to exterior side of window.
  - Installation/removal must be completed by ICCLOS personnel or under their direction.
  - Client is responsible for any damage incurred during installation through removal of window clings.
7. Signage Regulations:
  - All signs and banners are hung by ICCLOS personnel. A Sign & Banner order must be completed online at <http://www.icclos.com/exhibitors/facility-services-order-utilities.aspx> using a valid credit card. Charges will be billed following the conclusion of the event.
  - All banner/signs must be constructed of fire retardant, water permeable material.
  - All signs should be assembled and ready for hanging with properly constructed frames and grommets or eye-bolts.
  - Banners must have a top and bottom pocket to receive pipe.
  - All banners must comply with state and local building codes.
  - Delivery of signage to be coordinated with show move-in. The installation and removal will be based on the show move-in/move-out schedule.
  - All sign requests must be approved by show management and the ICCLOS. The ICCLOS reserves the right to refuse to hang any signs and banners deemed unsafe or inappropriate.
  - All booth signs will be hung at a specified distance as prescribed by show management. If show management does not have such specifications, then all booth signs will be hung at a uniform distance from floor to bottom of sign.
  - Lucas Oil Stadium has a maximum ceiling height of nearly 300 feet. ICCLOS will try to accommodate sign hanging requests. All associated costs are the responsibility of Show Management or the exhibitor.
  - An online order should be completed by the exhibitor to assist in scheduling labor for hanging exhibitor banners. Contact your Event Coordinator for further information.

## 7.7 TOURS OF LUCAS OIL STADIUM

For information on public or private tours of Lucas Oil Stadium, contact LOS Guest Services at 317 262-8653.

## 7.8 WATER SERVICE

Water service is provided throughout ICC. Water fountains or coolers are located in the following corridors: Wabash East and West, Crossroads 1-2, Speedway 1-2, Hoosier 1-2. Water coolers at LOS are located in the Meeting Room Lobby.

Water stations, including refills, within the lobbies and water stations requested inside meeting rooms, will incur a charge. Consult your Event Coordinator for further information.

## 8. SKILLED AND UNSKILLED LABOR

The ICCLOS uses union labor exclusively. Skilled craft labor (stagehands, electricians, pipefitters, etc.) and semi-skilled teamster labor must be hired through ICCLOS. There are certain rules and regulations by which all parties must abide. The purpose of the information below is to explain some everyday practices in order to help our clients better understand facility procedures.

Current ICCLOS labor rates are available upon request.

### 8.2 INSTALLATION AND DISMANTLING (Teamsters Union, Local #135)

Installation and Dismantling (I&D) is a labor pool of teamsters who are employed by the ICCLOS and are contracted to local and national pre-qualified decorators and pre-qualified exhibitor-appointed contractors. Their role is to assist in the set up and tear down of shows and exhibits. These workers perform tasks such as mark floors, lay carpet, skirt and drape tables, set tables and chairs, assemble display booths, unload and deliver freight and anything else to prepare the show for opening. At the conclusion of a show, they tear everything down, prepare merchandise and load trucks for shipment. Labor calls should be ordered in writing through the I&D Staffing Department. Please see your Event Coordinator for more information.

### 8.3 ELECTRICIANS/ TELECOMMUNICATIONS

(IBEW, Local #481)

Facility electricians/telecom will coordinate with the show's exhibitors to establish electrical and/or telephone requirements. A utility desk is conveniently located within exhibit areas for exhibitors' last-minute requirements or questions. Consult your Event Coordinator for regulations and current rates. Electrician/telecom responsibilities include:

1. Installation and activation of power per utility orders and monitor for confirmation of all applicable codes.
2. Calculate electrical loads so correct amperage is provided to client.
3. Install telephone lines.
4. Provide telephone handset(s), if required.
5. Provide and connect any power cords and/or quad boxes, in addition to original orders.
6. Connect registration desks, decorator labor desks, temporary offices, computer stations, lighted signs, and other miscellaneous electrical equipment for clients and decorators.
7. Deliver, set, energize, and aim stanchion lights.
8. Install any fiber optic orders used for computer interconnects, internet access, and video teleconferencing.
9. Locate and tape down power cords to make safe by using "tunnel tape" and/or thresholds.
10. Provide and install any Internet/data cabling as required/ordered.

### 8.4 HOUSEKEEPING

(Teamsters Union, Local #135)

Housekeeping is provided throughout the event and includes clean up between sessions as schedule permits and complete clean up each night.

For trade shows utilizing booths, housekeeping is provided in non-carpeted aisles, open spaces, and restrooms during show hours with one thorough cleaning daily during non-show hours. Booth space is not included. Booth trash cans will be emptied if placed in the aisles.

The ICCLOS encourages recycling for all events. Show management should make arrangements with their Event Coordinator for any special recycling requests, including white office paper and aluminum cans.

Show management is responsible for excessive trash removal (crates, lumber and packing materials) necessitated by move-in and move-out activities of the show. This applies to all areas utilized by the group. Excessive trash is defined as all trash, boxes, packing materials and other items not easily removed by a standard push broom or vacuum. Any costs incurred by the ICCLOS for trash not removed will be the responsibility of show management at the prevailing rate.

The Facility provides one dumpster per hall for each show. Additional dumpsters or additional trash hauls will be billed at the prevailing rate.

It is show management's responsibility to properly dispose of any hazardous or bio-related materials.

### 8.5 PIPEFITTERS

(Plumbers & Steamfitters, Local #440)

Pipefitters will assist in connecting any compressed air, water supply, natural gas, and/or drainage per exhibitors' utility orders. Requests for additional needs may be made at the labor desk. Consult your Event Coordinator for regulations and current rates.

1. Air supply and hook-up 100 psi.
2. Water supply and hook-up.
3. Drain line and hook-up 3" line.

## 8.6 SETUP DEPARTMENT

(Teamsters Union, Local #135)

Labor is provided by the Teamster Union for this department. The set-up department is responsible for providing the physical room set with the requested furniture and other non-technical equipment per the client's requests. The client may not move any furniture in the room. This is performed by union labor only. In order to avoid additional charges, it is important that the correct information is communicated to your Event Coordinator in advance.

See also Section 7.4 EQUIPMENT.

Teamster labor is scheduled to set the rented space in a timely fashion which is normally one to three (1-3) days prior to the first contracted date for that particular space depending on prior occupancy. Any changes that occur after these rooms are set will result in additional labor charges. Any major changes that occur three to twelve (3-12) days prior to the first contracted date may also result in additional charges.

Since space is pre-set prior to each event, major or substantial changes requested on the day of the event may not take place. We realize that changes are sometimes unforeseeable. Therefore, we like to give the client the opportunity to hire "contracted labor". This labor is allocated to the client and event only and the client deals directly with the labor hired on last minute changes and/or additions and other needs within the teamster jurisdiction. Consult your Event Coordinator for regulations and current rates.

The initial room set is included in the room rental charge. The client is responsible for the labor to make any room set changes after the initial setup. There is a 4-hour minimum charge for this labor. Rooms are refreshed once daily.

## 8.7 SOUND AND LIGHTING DEPARTMENT

(IATSE, Local #30)

The following work must be performed by, or hired through the Sound & Lighting (S&L) Department:

1. Installation, rigging, operation, and/or dismantling of any of the following:
  - Temporary or permanent sound equipment
  - Temporary or permanent theatrical or special lighting equipment
  - Projection screens or equipment
  - Video tape equipment
  - Video cameras and all related equipment
  - Audio-Visual equipment
  - Theatrical properties, including, but not limited to, scenery and drops
  - Scaffolding
  - Traveling stages and barricades
2. Loading and/or unloading of trucks carrying all equipment.
3. Operation of fork lift(s) and/or aerial lifts (this pertains to item 1).
4. Audio-Visual (Projection) Services. To obtain these services, or for any rules that may apply if you have a provider which you use on a regular basis, please contact your Event Coordinator.
5. Televised Events. For live or taped televised sporting/entertainment events, TV employees are permitted to perform most work, with the exception of lighting and/or rigging.

Please be advised that under certain circumstances, a special exception to one or more of the above may apply to your event.

## 9.1 TICKET OFFICE

The main Ticket Office is located on the southeast corner of LOS along Capitol Avenue. It includes twenty-eight (28) exterior windows, three (3) interior windows, and an electronic message board above the ticket windows. General ticket office hours are 9 a.m. - 5 p.m. Monday-Friday and as required for events. An auxiliary ticket office, open on certain event days only, is located adjacent to the team store on the northeast side of LOS. Three (3) satellite ticket offices are located in the Indiana Convention Center for events requiring a ticket office. Check with your event coordinator for details.

ICCLOS has a contractual agreement with Ticketmaster to sell and distribute all seat-specific tickets for events in ICCLOS. However, third-party promoter licensees presenting a general admission (non-seat specific) event at the Indiana Convention Center may choose, at their option, to sell tickets through a third-party ticketing service provider. If this is chosen, a ten percent (10%) Marion County Admission Tax must be imposed on each ticket sold. Please contact your sales manager for more information. Ticket sales and advertising may not begin until a signed agreement with the facility is completed and a deposit is received.

For more information, please call the Ticket Office at 317 262-3389.

## 9.2 EVENT TICKETS

The following provisions shall be applicable to any event involving the sale of seat-specific ticketed events open to the general public:

1. Seat-specific tickets sold to the public will be printed, ordered, disbursed, sold, refunded, and controlled by the ICCLOS or its designated ticket agency (Ticketmaster).
2. A ten percent (10%) Marion County Admissions tax will be imposed on all tickets sold through our Ticket Office for concerts, sporting events,

and other public ticketed entertainment events. This tax does not apply to educational institutions, religious organizations, and events sponsored by an organization that is considered a charitable organization by the Internal Revenue Service for federal tax purposes. This tax is included in the admission price. If you have any questions pertaining to the county admissions tax, contact your sales manager. See Section 3.2, item #3.

3. Personal checks will be accepted by mail order only until three (3) weeks prior to an event. If they so desire, show promoters have the option not to accept checks. However, if checks are accepted, promoters must reimburse the Ticket Office for any returned checks.
4. The Ticket Office accepts the following charge cards: MasterCard, Visa, American Express, and Discover. When purchasing tickets with a credit card, picture identification is required; name appearing on the card must match the identification; person's name appearing on card must be the person purchasing tickets. If the information does not match, the Ticket Office will not accept the credit card as a method of payment.

Day of show payments vary per event. Please check with the Ticket Office to determine what type of payment will be accepted.

5. NO advertising and no ticket sales shall occur until signed contract and deposit are received and tickets are ready for sale.

## 9.3 ADVANCE TICKET SALES

Advance ticket sales may begin at an agreed upon date prior to the show day for events held in the ICCLOS. An additional charge may be imposed for extended sales periods.

## 9.4 COUPONS

Sample coupons must be furnished to ICCLOS Ticket Office:

- Prior to tickets going on sale.
- To inform Ticket Office personnel.

All coupons must be approved by the Ticket Office before the coupons go to print.

Coupons are retained by ICCLOS Ticket Office to comply with Indiana State Board of Accounts rules and regulations.

## 9.5 MAIL ORDERS

When tickets are sold by the Ticket Office for events in the ICCLOS, mail orders will be accepted. These procedures should be followed when ordering by mail:

1. Name and date of event.
2. Number of tickets to be ordered.
3. Price of ticket.
4. Time of Event (in case of multiple shows).
5. Special needs required for patrons (disabled seating, aisle seating, etc.).
6. Daytime telephone number.
7. All pertinent information from the charge card, numbers, expiration date, signature of cardholder and the 3-digit number on the back of the charge card.
8. Self-addressed stamped envelope should be included.
9. A handling charge of five dollars (\$5.00) is incurred for mail order processing.

All mail order brochures must be approved by the Ticket Office before the brochure goes to print.

Mail orders received one week prior to an event will be held at the Will Call window. Government issued picture identification will be required for ticket pick-up.

## 9.6 OPEN HOURS FOR DAY OF SHOW SALES

The ICCLOS Ticket Office will be open per mutual agreement between Show Management and the Event Coordinator prior to show time until closing, which is after half-time/intermission unless otherwise advised.

## 9.7 TICKETS/WRIST BANDS

1. Tickets/Wrist Bands must be ordered by ICCLOS Ticket Office management.
2. Event information needed thirty (30) days in advance of sale includes:
  - Name of show.
  - Date of show.
  - Time of show.
  - Price of tickets.
3. To comply with Indiana State Board of Accounts, unused tickets/wristbands are retained by the ICCLOS Ticket Office.

## 9.8 TICKET OFFICE ADVANCES

1. ICCLOS Management will not make advances from event ticket sales.
2. All funds are held for settlement after the conclusion of the event. Multiple-day event funds are held until after the final performance.

## 9.9 TICKET OFFICE SECURITY

Armed security officers must be present in the Ticket Office at all times when tickets are sold in the Convention Center Ticket Office.

Armed security officers are not required in the Lucas Oil Stadium ticket office during regular ticket office hours, Monday through Friday, 9 a.m. - 5 p.m. Event Coordinator dictates whether Armed Security is needed during selected events.

## 9.10 TICKET OFFICE SETTLEMENT

1. The date and time of the settlement is to be agreed upon by all parties concerned at the time the License Agreement is signed or no later than two (2) weeks prior to the event.
2. The final settlement is to be held no later than seven (7) days after the event.

## 9.11 TICKET SELLERS AND TREASURERS

1. Ticket sellers
  - One (1) seller required.
  - Minimum work call of four (4) hours.
2. Treasurers
  - One (1) treasurer required.
  - Minimum work call of four (4) hours.

## UTILITY SERVICES

To order utility services, the appropriate service order must be completed online at <http://www.icclos.com/exhibitors/facility-services-order-utilities.aspx> using a valid credit card. Advance Rates apply only to orders paid in full and payment received (14) days prior to the first event day. Orders received after that time will be the STANDARD RATE – NO EXCEPTIONS. Full payment must be received before service can be connected. We accept American Express, MasterCard, VISA and Discover only. Refer to the appropriate price lists online for current prices. Contact the Utility Department at 317 262-3467 or by e-mail at [utilities@icclos.com](mailto:utilities@icclos.com) for more information.

Utilities are limited in a few areas of the facility. For further information, please consult your Event Coordinator.

Standard room lighting and ventilation are included in the building rental. Special and/or additional needs will be charged at the prevailing rates.

Upon request, show management will be provided one (1) complimentary 5-amp electrical outlet and/or one (1) telephone outlet at their registration or service desk. Pre-qualified decorators will be provided electrical service at their service desk. Show Management, their contracted audio-visual and/or sound companies, are responsible to ensure protection of event features such as exposed electrical or sound cable, by providing proper covering such as thresholds or "jackets", signage, or by positioning a staff member at the cable location to direct forklift and/or other motorized operators around cable location.

All connections to facility systems, including sound, video, television, and utilities (electrical, gas, water, drainage, compressed air, and telephone) must be made by ICCLOS personnel.

## 10.1 BROADCAST VIDEO

Broadcast video is available in most areas of ICCLOS. Orders may be placed online using a valid credit card at <http://www.icclos.com/exhibitors/facility-services-order-utilities.aspx>.

## 10.2 CABLE TELEVISION

Cable television is available in most areas of ICCLOS. Orders may be placed online using a valid credit card at <http://www.icclos.com/exhibitors/facility-services-order-utilities.aspx>.

## 10.3 ELECTRICAL SERVICE

Electrical service is available in most areas of ICCLOS. Orders may be placed online using a valid credit card at <http://www.icclos.com/exhibitors/facility-services-order-utilities.aspx>.

- All Exhibit Hall floor pockets contain three phase electrical, 100 amp 208v, or six (6) each 20 amp 120 v. Every other floor pocket contains three phase 100 amp 480v.
- There is an average of three (3) 20 amp 120v, single-phase electrical service lines in each meeting room (2400 watts per line).
- Extension cords provided by the user must be approved by an ICCLOS electrician. Heavy-duty extension cords may be rented through the ICCLOS. Light-duty utility cords may NOT be used.
- Additional electrical hookups are available. Higher voltage can be ordered on a special hookup basis and at an additional cost. (See Electrical Service Form).

## 10.4 GAS, WATER, DRAINAGE, AND COMPRESSED AIR SERVICE

Gas, Water, Drainage, and Compressed Air service is available in most areas of the halls and certain areas of the stadium. Orders may be placed online using a valid credit card at <http://www.icclos.com/exhibitors/facility-services-order-utilities.aspx>.

- Water fountains, pools, ponds, etc. must be water tight (installed over visqueen or plastic) and are subject to inspection by ICCLOS personnel.
- Water, natural gas, and compressed air are not available in the meeting rooms.

## 10.5 INTERNET & DATA SERVICES

Comprehensive Internet, data networking and equipment rental services are available to clients and exhibitors through Smart City, the exclusive Internet and data services provider to the ICCLOS. To order service, the Internet Order Form must be completed and returned to the address noted on the form, together with payment.

Orders may also be placed online using a valid credit card at [www.smartcity.com](http://www.smartcity.com), or by contacting a Smart City corporate representative at 888 446-6911, or in Indianapolis at 317 262-4600.

Licensee, its agents, employees, and subcontractors may not install, operate, broadcast, or permit any rogue wireless systems within the Premises. Equipment broadcasting in the 2.4 GHz and 5 GHz frequency ranges is strictly prohibited.

Below is a list of some (but certainly not all) of the devices that operate in the 2.4 GHz & 5 GHz frequency ranges that are prohibited:

- Wireless access points
- Cellular Mi-Fi devices
- Wireless printers
- Wireless A/V senders
- Wireless speaker systems
- Two-way communication systems.

## INTERNET SERVICES

- Shared High Speed Internet Service. (LAN card required).
- Basic Internet Services – These are limited quantity services for up to one (1) device at 512Kbps download / 256Kbps upload speeds and 1.5Mbps download / 512Kbps upload speeds.
- Dedicated Ethernet Service (128Kbps to 100Mbps or greater) -- exclusive high-speed Internet needs can be arranged through Smart City to have a dedicated T1, DS3, etc., installed for the event. (LAN card required) Required for use with VoIP and Webcast services.
- Wireless Service – Enjoy Internet/LAN portability while at the Indiana Convention Center & Lucas Oil Stadium with customized wireless solutions or a daily wireless option.
- Additional Public IP Addresses. Also available in blocks of twenty-nine (29) addresses for dedicated 3Mbps service.

## MISCELLANEOUS SERVICES

Smart City offers a host of other services at the Indiana Convention Center & Lucas Oil Stadium:

- Complete networking services available at 10/100/1000 Mb. Whether it is booth to booth, room to room, VLAN configuration, or setting up a “cyber cafe”, Smart City will provide the requested design.
- Equipment Rental: 10/100/1000 switches and Cat 5 patch cables.
- Webcast/Web Conferencing available in live and on-demand with secured media delivery built on patent-pending technologies.
- WiFi sponsorships with revenue generated by advertising messaging on the WiFi sign-in page and redirect page.
- Consulting and Technical Services, on an hourly basis, to help with technical needs.

## 10.6 WI-FI COMMON SENSE RULES

The Convention Center contracts exclusively with Smart City to provide wired and wireless (Wi-Fi) services in the Convention Center. Wi-Fi services are vulnerable to interference from wireless devices such as wireless routers, wireless cameras, cellular phones, and personal hotspots. These issues can be particularly acute in convention centers due to the user activity in congested areas, limited wireless spectrum, and the closed space of the exhibit halls. Excessive wireless interference in the exhibit halls, meeting rooms and auditoriums may degrade the ability of exhibitors to demonstrate their products, prevent sales representatives from placing orders, block keynote addresses being live streamed, and impede other activities. In order to maintain a stable and robust wireless environment that minimizes interference through cooperation, coordination and good wireless policies, the Convention Center has adopted the Common Sense Rules delineated below.

**1. Be considerate of others.** The wireless network has finite resources, so more users will degrade the wireless experience for everyone. Many visitors do not realize that their personal devices are turned on in a manner that degrades the wireless network. We ask that all visitors be considerate of the needs of the exhibitors, speakers and their fellow attendees. Upon entering the Convention Center, everyone is requested to voluntarily turn-off the Wi-Fi and Bluetooth broadcasting features ("personal hotspot") of their wireless cameras, cellular phones, gaming devices and other portable wireless devices. By voluntarily disabling these features, each visitor will enhance the wireless experience for the entire community in the Convention Center.

**2. Don't overpower your neighbors.** Exhibit halls, meeting rooms, and auditoriums in the Convention Center are closed spaces where high-power wireless devices may interfere with many other wireless users. This is unfair to your neighbors and may disrupt the event. For the convenience of your fellow attendees, a wireless device that requires a continuous connection to an electric outlet (or a battery independent of the wireless device) for its operation may neither be utilized nor plugged into an electrical outlet. At the discretion of the Convention Center or Smart City, the operator of such device will be required to unplug and remove the device from the Convention Center. Failure to unplug the device within 30 minutes of notification may jeopardize the wireless network for fellow attendees and is a license violation by the operator. In the event of such violation the Convention Center has authorized Smart City, at its discretion, to require the operator of the offending device to discontinue its use for the remainder of the event and/or to undertake a wireless engineering & coordination plan for the neighboring wireless devices and bill the operator of the offending device the appropriate charges. If neither option is adhered to, the Convention Center may require the operator to leave the Convention Center.

**3. One user. One channel. Please.** For many years, Wi-Fi technology only allowed for access to one channel at a time. The latest Wi-Fi protocols (such as 802.11ac) allow users to combine or bond multiple channels. Doing so, however, may significantly degrade your neighbors' ability to use the common wireless network. For the benefit of the entire wireless community in the Convention Center, please do not hog the spectrum through channel bonding or other techniques.

**4. Acceptable use makes it fair for all.** Please be considerate and share the wireless spectrum and bandwidth with your fellow attendees and exhibitors. Please do not use peer-to-peer traffic applications (such as Bit Torrent) nor actively scan the wireless network because these practices consume a disproportionate large amount of bandwidth and wireless network resources.

## **10.7 TELEPHONE SERVICE**

Voice and telephone services can be provided throughout most areas of the convention center and stadium with the facility's state-of-the-art VOIP system. Services range from general single line telephones to enhanced business set telephones with or without long distance.

Analog services are also available for fax, credit card machines, and modems.

Services, including dial-tone and telephones, may be ordered online using a valid credit card at <http://www.icclos.com/exhibitors/facility-services-order-utilities.aspx>. Nine (9) must be dialed for outside services.

## 11.1 ICC CAPACITIES/DIMENSIONS

	THEATER SEATING	BANQUET SEATING	10X10 BOOTHS	AREA SQ. FT.	CEILING HEIGHT
HALLS					
HALL A	4,300	2,370	211	44,400	35'
HALL B	4,650	2,560	231	48,200	35'
HALL C	4,200	2,300	207	43,200	35'
HALL D (No direct dock access)	4,500	2,490	205	46,800	35'
HALL E	4,000	2,200	154	40,400	35'
HALL F	3,600	2,670	248	52,000	35'
HALL G (Must be used with F or H)			231	44,000	35'
HALL H	6,992	4,600	373	75,200	35'
HALL I	8,608	5,800	493	88,900	35'
HALL J (No direct dock access)	3,136	2,240	174	36,300	35'
HALL K	3,352	2,400	189	38,600	35'
SWING SPACE			38	8,600	20'
BALLROOMS					
SAGAMORE BALLROOM					
SECTIONS 1-7	3,400	2,300	1,900	33,335	32'
SECTIONS 1, 2, 6, OR 7	320	200	144	3,304	32'
SECTIONS 3, 4, OR 5	680	450	408	6,667	32'
SECTIONS 1-2, 6-7	640	450	360	6,667	32'
500 BALLROOM	1,500	1,040	900	13,536	22'
RECEPTION ROOM				5,100	10'
WABASH BALLROOM					
SECTIONS 1-3	1,099	600	576	10,202	24'
SECTIONS 1, OR 3	366	200	180	3,391	24'
SECTION 2	366	200	180	3,420	24'
MEETING ROOMS					
101	180	100	88	1,680	12'
102	180	100	88	1,680	12'
103	200	100	108	1,710	12'
104	200	100	108	1,710	12'
105	180	100	88	1,680	12'

	THEATER SEATING	BANQUET SEATING	CLASSROOM SEATING	AREA SQ. FT.	CEILING HEIGHT
MEETING ROOMS (CONT'D)					
106	180	100	88	1,680	12'
101-106	1,120	620	600	10,260	12'
107	180	100	88	1,680	12'
108	180	100	88	1,680	12'
109	180	100	88	1,680	12'
110	180	100	88	1,596	12'
107-110	720	400	360	6,840	12'
111	60	50	36	899	12'
112	60	50	36	812	12'
111-112	140	100	72	1,711	12'
113	55	50	32	755	12'
114	55	50	32	787	12'
115	55	50	32	801	12'
116	200	120	90	1,860	12'
117	200	120	90	1,800	12'
116-117	400	240	180	3,600	12'
120	180	140	110	1,730	20'
121	180	140	110	1,730	20'
122	180	140	110	1,730	20'
123	180	140	110	1,730	20'
124	180	140	110	1,700	20'
120-124	970	720	600	8,687	20'
125	224	110	108	1,750	20'
126	224	110	108	1,750	20'
127	224	110	108	1,750	20'
128	224	110	108	1,730	20'
125-128	868	440	459	7,120	20'
130	210	120	120	1,785	15'
131	210	120	120	1,785	15'
132	210	120	120	1,785	15'
133	210	120	120	1,785	15'
134	210	120	120	1,785	15'

	THEATER SEATING	BANQUET SEATING	CLASSROOM SEATING	AREA SQ. FT.	CEILING HEIGHT
MEETING ROOMS (CONT'D)					
135	210	120	120	1,785	15'
136	210	120	120	1,785	15'
137	210	120	120	1,785	15'
138	210	120	120	1,785	15'
139	210	120	120	1,785	15'
140	210	120	120	1,730	15'
141	210	120	120	1,780	15'
142	210	120	120	1,730	15'
140-142	644	350	351	5,240	15'
143	210	120	120	1,730	15'
144	210	120	120	1,780	15'
145	210	120	120	1,730	15'
143-145	644	350	351	5,240	15'
201	130	90	60	1,080	13'
202	130	90	60	1,080	13'
203	130	90	60	1,008	13'
204	210	140	88	1,584	13'
201-204	600	410	268	4,752	13'
205	200	120	64	1,458	14'
206	220	120	68	1,620	14'
207	210	120	64	1,566	14'
205-207	600	360	198	4,644	14'
208	200	120	64	1,485	11'
209	200	120	64	1,540	11'
208-209	400	240	130	3,025	11'
210	150	100	64	1,232	14'
211	150	100	64	1,276	14'
212	150	100	64	1,247	14'
231	210	120	120	1,785	15'
232	210	120	120	1,785	15'
233	210	120	120	1,785	15'

	THEATER SEATING	BANQUET SEATING	CLASSROOM SEATING	AREA SQ. FT.	CEILING HEIGHT
MEETING ROOMS (CONT'D)					
234	210	120	120	1,785	15'
235	210	120	120	1,785	15'
236	210	120	120	1,785	15'
237	210	120	120	1,785	15'
238	210	120	120	1,785	15'
239	210	120	120	1,785	15'
240	210	120	120	1,730	15'
241	210	120	120	1,780	15'
242	210	120	120	1,730	15'
240-242	644	350	351	5,240	15'
243	210	120	120	1,730	15'
244	210	120	120	1,780	15'
245	210	120	120	1,730	15'
243 - 245	644	350	351	5,240	15'
CONFERENCE ROOMS-PERMANENT CONFERENCE STYLE-SET FOR 20					
CONFERENCE ROOM-EAST				845	7'11"
CONFERENCE ROOM-WEST				845	7'11"
SHOW OFFICES					
ASO-SHOW OFFICE HALL A				225	9'
BSO-SHOW OFFICE HALL B				225	9'
CSO-SHOW OFFICE HALL C				195	9'
CSO5-SHOW OFFICE HALL E				503	11'
CSO4-SHOW OFFICE HALL D				387	11'
CSO3-SHOW OFFICE HALL D				380	11'
CSO2-SHOW OFFICE HALL D				334	11'
DSO-SHOW OFFICE HALL D				320	8'
FSO-SHOW OFFICE HALL F				285	9.5'
HSO-SHOW OFFICE HALL H				500	9.5'
ISO-SHOW OFFICE HALL I				500	9.5'
JSO-SHOW OFFICE HALL J				370	9.5'
CSO1-SAGAMORE BALLROOM				320	8'

## 11.2 ICC EXHIBIT HALLS DETAIL

The ICC currently houses eleven (11) exhibit halls totaling over 566,600 contiguous square feet. The halls may be divided or combined. All halls have thirty-five foot (35') ceilings.

- Halls A-B-C may accommodate up to 673 10' x 10' exhibit booths or seating for 13,150 theater-style. Floor loads in Halls A, B, and C are designed for 500 pounds per square foot.
- Halls D-E accommodate up to 434 10' x 10' exhibit booths or seating for 8,500 theater-style. Floor loads in Halls D and E are designed for 350 pounds per square foot.
- Halls F-G accommodate up to 479 10' x 10' exhibit booths or seating for 7,600 theater-style. Floor loads in Halls F and G are designed for 500 pounds per square foot.
- Hall H will accommodate up to 401 10' x 10' exhibit booths or seating for 6,992 theater style. Floor load in Hall H is 500 pounds per square foot.
- Hall I will accommodate up to 493 10' x 10' exhibit booths or theater seating for 8,608. Floor load in Hall I is 500 pounds per square foot.
- \*Halls J-K will accommodate up to 382 10' x 10' exhibit booths or theater seating for 6,488. Floor load in Halls J-K is 500 pounds per square foot.

Capacities do not take into consideration obstructions that can affect the number of people a room can accommodate such as columns, exits, staging, audio-visual, and fire marshal regulations. Room capacities must be approved by the City of Indianapolis Fire Department.

Utility grids in halls are located on thirty foot (30') centers and include electrical (110v, 208v), compressed air, water, drains, telephone, internet and data. Natural gas hook ups are available in Halls DEF on thirty foot (30') centers and in designated locations of Halls ABC & GHIJK. Please contact the Utility Department or your Event Coordinator for specific locations. 480v electrical service and microphone hook ups are available on sixty foot (60') centers for A-G halls, and ninety foot (90') centers

for H-K halls. To receive this service, exhibitors must order online at <http://www.icclos.com/exhibitors/facility-services-order-utilities.aspx>.

Metal Halide lighting, with 360 watt lamps illuminates the ICC exhibit halls A-G, and 320 watt lamps in halls H-K. Two (2) 250 watt dimmable quarts theatrical lights per module are also available in halls A-G, and one (1) 42 watt dimmable in halls H-K.

A total of forty-nine (49) loading bays and seven (7) drive-in ramps are located at the rear of the exhibit halls.

Thirteen (13) show offices, with ceiling heights starting at eight foot (8'), are available with the exhibit halls.

### Swing Space – ICC

When using halls A through G for exhibits, the 8,600 square foot “swing space”, located between exhibit halls C, E and F, may be utilized for additional exhibit space. Due to the placement of this area, set up of the swing space should follow a “last in, first out” pattern.

## 11.3 ICC FLOOR LOADS

- Halls ABC: 500 PSF
- Halls DE: 350 PSF
- Halls F-K: 500 PSF
- Swing Space: 500 PSF
- Sagamore Ballroom 1-7: 100 PSF
- First and Second Floor Meeting Rooms and public areas: 100 PSF
- Figuring wheel loads based on a 100 pounds per square foot (100PSF) load limit.

Wheel loads vary according to the distance between wheels on a given axle. The maximum wheel loads are as follows:

5' spacing between wheels is  
2,300 lbs. per wheel.

3' spacing between wheels is  
1,500 lbs. per wheel.

2' spacing between wheels is  
1,000 lbs. per wheel.

Example 1: If a vehicle's weight is 6,000 lbs. equally distributed on four wheels spaced five feet (5') apart, the load is 1,500 lbs. per wheel.

Example 2: If a vehicle's weight is 9,200 lbs. equally distributed on four wheels spaced five feet (5') apart, the load is 2,300 lbs. per wheel.

Example 3: If a vehicle's weight is 6,000 lbs. equally distributed on four wheels spaced three feet (3') apart, the load is 1,500 lbs. per wheel.

It is rare that loads are equally distributed on all four wheels. A good example would be a forklift truck with considerable load on the forks. The greater load is distributed on the two front wheels.

## 11.4 ICC FREIGHT ELEVATOR DIMENSIONS

	WIDTH X DEPTH X HEIGHT	WEIGHT LIMIT (LBS.)
F1 (Wabash East Lobby)	9'x 18'x 8'	20,000
F2 (Near Exhibit Hall E)	10'x 13'x 8'	20,000
F3 (Exhibit Halls C)	9'x 18'x 10'	20,000
F4 (B-Dock)	9'5"x 11'x 10'	10,000
F5 (B-Dock)	9'5"x 21'10"x 10'	20,000
F6 (East End of Swing Space)	7'7"x 11'2"x 10'	10,000
F7 (East End of Swing Space)	7'7"x 9'8"x 10'	10,000
F8 (G-Hall)	8'8"x 13'1"x 10'	15,000

## 11.5 ICC FUNCTION ROOMS DETAIL

For smaller gatherings, ICCLOS has multi-function rooms throughout the complex offering the versatility to accommodate from ten (10) to over 4,000 people.

- The Sagamore Ballroom has roughly 33,000 square feet of column-free space. Accommodating up to 3,400 guests theater-style or 2,300 banquet style, it is designed with excellent acoustics and a sophisticated sound and lighting system. The ceiling height is nominally thirty-two feet (32'). For smaller functions, the Sagamore Ballroom may be divided into seven (7) sections. Three HD display screens, measuring 24'W x 15'H, are centered on the south walls of sections 3, 4, and 5. Two (2) green rooms are located on the second floor near the Sagamore Ballroom. Each features lighted mirrors, bathroom/shower facilities and sofa.
- The 500 Ballroom, measuring approximately 13,500 square feet, can accommodate up to 1,500 theater style or 1,040 banquet style. Ceiling height for the 500 Ballroom is nominally twenty-two feet (22'). On the east wall, there are two HD display screens, each measuring 16'W x 9'H, and one SD display screen, measuring 20'W x 15'H. The adjacent Reception Room ceiling height measures thirteen feet (13') and measures approximately 5,100 square feet.
- The Wabash Ballroom, conveniently located on the north side of the facility in the Wabash West corridor, measures 10,202 square feet and features a twenty-four foot (24') ceiling. The Wabash Ballroom can hold 1,099 attendees when seated theater style, or 600 banquet style. For smaller functions, the Wabash Ballroom can be divided into three (3) sections.

120v electrical services are available in the ballrooms. Additional electrical hook-ups are available. Higher voltage can be ordered on a special hook-up basis and at a higher rate. Refer to the electrical price list online for additional information and prevailing prices. Standard room lighting and ventilation is available at no extra cost in the ballrooms; however special and/or additional needs will involve a charge. Natural gas and compressed air, water hook-ups and drainage are not available in the 500 Ballroom or Wabash Ballroom. The Sagamore Ballroom has LIMITED water hook-ups and drainage available, but no natural gas or compressed air.

We offer seventy-one (71) meeting rooms throughout the complex. More than 113,302 square feet of flexible meeting space offers you the versatility to accommodate from ten (10) to 1,680 people. Minimum ceiling height in the meeting rooms is twelve feet (12'). Refer to Section 11.1 for detailed heights.

Most meeting rooms have an average of three (3) 20 amp, 120v electrical services (2400 watts per line). Additional electrical hook-ups are available. Higher voltage can be ordered on a special hook-up basis and at a higher rate.

Refer to the electrical price list online for additional information and prevailing prices.

## 11.6 ICC OVERHEAD DOOR DIMENSIONS

	WIDTH X HEIGHT
Hall A – Outer doors	19' 2" x 19' 9"
Hall A – Inner doors	19' 11-½" x 21' 10"
Hall B – Outer doors	19' 2-½" x 19' 9-½"
Hall B – Inner doors	19' 11-½" x 21' 10-½"
Hall F – Outer door	23' 9" x 22' 6-½"
Hall F – Inner door	22' 2" x 22' 4"
Hall G – Outer door	23' 3" x 22' 6"
Hall G – Inner door	19' 10" x 22' 3"
Hall H – Outer door	27' 4" x 19' 10"
Hall H – Inner door	20' x 19' 6"
Hall I – Outer door	27' 4" x 19' 10"
Hall I – Inner door	20' x 19' 6"
Hall K – Outer door	27' 4" x 19' 10"
Hall K – Inner door	20' x 19' 6"
Maryland Street Loading Area	7' x 7' 10"
Capitol Avenue Loading Area	8' 1" x 8' 7"
500 Ballroom Service Corridor	7' 3/4" x 7'
Southeast Overhead Door	8' 2" x 10'

## 11.7 ICC EXHIBIT HALL COLUMN DESCRIPTION AND REQUIREMENTS

### HALLS AFFECTED ARE G, H, I, J, K

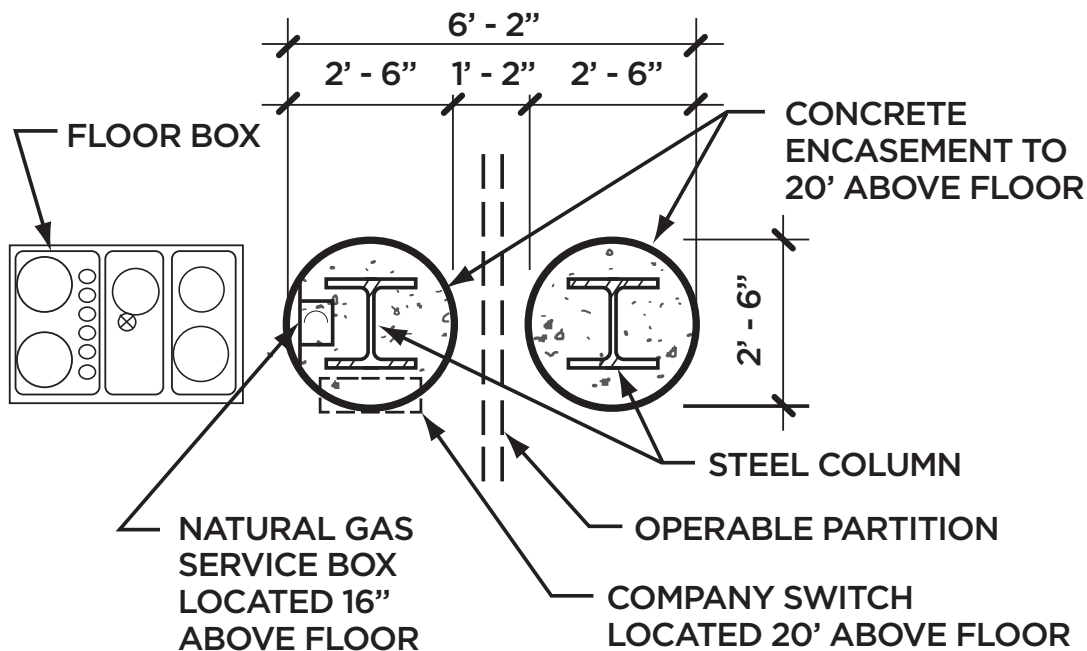
A total of eight (8) pairs of columns are divided between halls G, H, I, J, K. Each pair consists of two 2'-6" diameter circular concrete columns with a 14" gap between them. The operable partition (air wall) deploys between the columns in the 14" space so when the air walls are closed, there is a column on each side of the air wall. The footprint of each pair is 6'-2" x 2'-6". The Company Switch, which is twenty feet (20') off the floor, and the natural gas service box, which is 16" off the floor, is always located on the column closest to the floor box. This gas box area needs to remain clear for access.

The columns span thirty-five feet (35') from floor to ceiling. The bottom twenty feet (20') is concrete with plaster covering the steel beams the additional fifteen feet (15').

Materials may not be attached to the columns.

If a column projects in the exhibitor's assigned space, the concrete barrier around the column may be covered by free-standing material but cannot be higher than the booth height restrictions.

### COLUMN PLAN DETAIL



Note: Natural gas service box and Company Switch are always located on column closest to floor box.

## 11.8 LOS ELEVATOR DIMENSIONS

ELEVATOR #	CLEAR INSIDE
SW Elevator 1	7'-8" x 5'-5"
SW Elevator 2	8'-8" x 6'-1"
NW Service Elevator	7'-8" x 19'-9"
NW Elevator 1	7'-8" x 5'-5"
NW Elevator 2	7'-8" x 5'-5"
NE Elevator 1	7'-8" x 5'-5"
NE Elevator 2	7'-8" x 5'-5"
NE Service Elevator	8'-8" x 10'-0"
SE Service Elevator	8'-8" x 10'-0"
SE Elevator 1	7'-8" x 5'-5"
SE Elevator 2	6'-8" x 5'-5"
West Club Lounge Elevator	6'-8" x 5'-5"
Field Suites Elevator	7'-8" x 5'-5"
Meeting Room Elevator	7'-8" x 5'-5"

## 11.9 LOS EXHIBIT SPACE

The Lucas Oil Stadium includes two exhibit halls totaling 44,000 square feet. The halls may be divided or combined and have twenty-six foot (26') ceilings.

- Hall 1 measures 25,800 square feet
- Hall 2 measures 18,200 square feet
- Lucas Oil Stadium floor measures 93,900 square feet
- Swing Space measures 4,000 square feet
- Lucas Oil Plaza measures 26,000 square feet
- North Endzone Removable Seating measures 9,835 square feet
- East Retractable Seating measures 15,400 square feet and West Retractable Seating measures 15,000 square feet.
- Stadium Floor can accommodate 510 10'X10' exhibit booths

- Stadium Floor including the East and West Retractable Seating Areas and North Removable seating area can accommodate up to 724 10'X10' exhibit booths
- Exhibit Halls 1 and 2 accommodate up to 213 10' x 10' exhibit booths.
- Total exhibit space measures 183,000 square feet.

\*Capacities do not take into consideration obstructions that can affect the number of people a room can accommodate such as columns, exits, staging, audio-visual, and fire marshal regulations. Room capacities must be approved by the State of Indiana Fire Marshal and City of Indianapolis Fire Department.

Metal Halide lighting, with 400 watt lamps, illuminates the LOS Exhibit Halls.

Four (4) show offices, with ceiling heights starting at eight foot (8'), are adjacent to the exhibit halls.

## 11.10 LOS FEATURES

### Divider Drapes

A series of seventy foot (70') high drapes are available to install in several locations on the field and in the seating areas in order to reduce capacities for a variety of different "half-house" configurations. Costs associated with installing and removing the divider drapes will be the responsibility of Show Management. Please see your Event Coordinator for details.

### House Reduction Curtains

Curtains are available to block out the Terrace level (500 and 600 level seating) around the stadium. They are remotely operated and may be installed or removed in a matter of minutes. Use of the curtain on the west side may block the view from the Press Box to the field. This feature is available for minimal labor charges.

### Lighting

The Lucas Oil Stadium has a variety of lighting levels available, including:

- 700 fixtures for football using GE Ultrasport 2000 W fixtures.
- Footcandles 300 horizontal and 225 vertical for football.
- Supplemental basketball lighting available depending on court location.
- Blackout capabilities: although Lucas Oil Stadium cannot be completely blacked out, exterior lighting can be greatly reduced. Contact your Event Coordinator for details and pricing.

### Retractable and Removable Seating:

Seating on the football sidelines (5400 seats) is retractable. It may be completely extended for football, partially extended to Row 7 for FIFA Soccer, or completely retracted to Row 14 for tradeshow and other events requiring maximum floor space. Additionally, the North Endzone seats (1500 seats) are retractable and removable to provide additional exhibit space.

### Utility Grids

Water, electric, gas, and compressed air are available to booths in most areas encompassing the stadium floor. These utilities are piped to the booth but must be bridged on the exhibit floor.

## 11.11 LOS FLOOR LOADS

1. Stadium Floor: 800PSF
2. Exhibit Halls 1 & 2: 800 PSF
3. Swing space: 800 PSF
4. East & West Retractable Seating Area: 800 PSF
5. North Removable Seating Area: 800 PSF
6. Street Level Concourse: 100 PSF

It is rare that loads are equally distributed on all four wheels. See Section 11.3 ICC FLOOR LOADS, item 7, for information on figuring wheel loads.

## 11.12 LOS FUNCTION ROOMS DETAIL

For smaller gatherings, the LOS has multi-function rooms throughout the complex offering the versatility to accommodate from ten (10) to over 4,000 people.

1. Lucas Oil Plaza: is approximately 26,000 square feet at the north side of the street level concourse.
2. East Club & West Club Lounges: are located at street level on each side of the stadium. The two-level club lounges each feature approximately 30,000 square feet, escalators and elevators connecting the two levels, numerous HD flat-screen TV's and video walls, sound system, bars, upscale concessions, table and lounge seating, and dedicated restrooms.
3. Quarterback Club: is located on the upper suite level above the south endzone. The club features beautiful stadium & skyline views, event seating for 200 plus private food and beverage options.
4. Meeting Rooms: are located on the Event Level in the northeast quadrant adjacent to the exhibit halls and pedestrian connector. A total of twelve (12) meeting rooms ranging in size from 780 to 1400 square feet, the rooms are combinable in sets of two (2) or three (3) and feature twelve foot (12') ceilings, sound system, and dimmable lighting. Additional meeting space is available in Locker Room Interview Rooms, Meeting Room A and Meeting Room B in the locker room corridor. More than 13,000 square feet of flexible meeting space offers you the versatility to accommodate from ten to 400 people.
5. Bud Light Terrace: is approximately 12,500 square feet and is located on the north side of the Terrace level. The Bud Light Terrace offers spectacular views of the stadium and skyline.

Standard room lighting and ventilation is available at no extra cost in the function rooms; however special and/or additional needs will involve a charge. Natural gas and compressed air, water hook-ups and drainage are not available in the East and West Club Lounges, Quarterback Club, Lucas Oil Plaza, Bud Light Terrace or meeting rooms. Most meeting rooms have an average of three (3) 20 amp, 120v electrical services (2400 watts per line).

## 11.13 LOS OVERHEAD DOOR DIMENSIONS

	HEIGHT	WIDTH
Missouri Street Dock Internal Ramp	16'	15'
Missouri Street Dock	16'	22'
Northeast Corner	14'	12'
Northwest Pedestrian Ramp	10'	12'
Southeast Pedestrian Ramp	8'	14'
Southwest Vehicle Ramp	14'8"	12'
Swing Space East	16'	18'
Swing Space West	16'	14'
West Corridor - Center	14'	10'
West Corridor - North	14'	10'
West Corridor – South	14'	10'

## 11.14 LOS PRESS BOX

Located on the west side of LOS, the Press Box is accessible via four (4) elevators and includes:

- Seated work spaces for 200 media persons
- Coaches booths
- Radio booths
- Camera platform
- Instant replay booth
- Six (6) operations booths

- Video board production room
- Stadium control booth
- PA announcer
- Independent PA System
- PA Control
- Scoreboard Control
- Men's and women's restrooms
- Buffet and dining areas
- Wireless and wired internet access
- Multiple TV's

## 11.15 LOS QUICK FACTS

### Brief Description & Overview

A seven-level multi-purpose stadium with a retractable roof and seating for 67,000 for football. Seating can be expanded to over 70,000 for events in the round.

### Naming Rights

Lucas Oil Products, Inc. secured naming rights from the Indianapolis Colts for the stadium at a cost of \$122 million over 20 years.

### Fan Friendly Amenities

- Four (4) wide exterior plazas with a large entrance at each
- Public concourses are a minimum of thirty feet (30') wide and up to eighty feet (80') wide in certain areas
- Fourteen (14) escalators, eleven (11) passenger elevators, and two (2) ramps for easy vertical access
- Indianapolis Colts Team Store
- Televisions throughout all concourses

### Stadium Floor

- 93,900 square feet
- Twenty-five feet (25') below street level
- Total of 183,000 square feet of contiguous exhibit space including stadium floor and 44,000 square foot exhibit hall
- Infill Football Playing Field

### Retractable Roof & Operable Window

- The roof height measures 288 feet from the field
- The roof opening is centered on the playing field and measures approximately 300 feet (east-west) by 588 feet (north-south)
- Each of the two retractable roof panels measures approximately 160 feet (east-west) by 600 feet (north-south) and weighs approximately 2.5 million pounds
- The roof can open or close in about nine (9) minutes and is designed to safely operate with the venue fully occupied
- Operable window at north end with an opening of 88'H x 213'W

### Seating

- 67,000 fixed seats, expandable to be configured for seating over 70,000
- 7,100 club seats with access to Club Lounges
- 1,170 Seats for persons with disabilities
- General spectator seating ranging from 20-21 inches in width

### Video Boards/Ribbon Boards

- Approximately 1550 linear feet of ribbon boards is located on the façade of the Loge Level.
- Two video boards - one each in the northwest and southeast quadrants
- Each video board is 37'H x 97'W with 23mm pixel size
- Exterior marquee with video capabilities is 14' x 23' with 23mm pixel size located near corner of Capitol Avenue and South Street

### Locker Rooms

- Colts Locker Room exclusive for their use.
- Visiting NFL Locker Room including main locker room for up to 100 players, head coach and assistant coaches locker rooms, training room, equipment room and interview room.
- Four (4) Auxiliary Locker Rooms each with main area of thirty-five (35) lockers, coach's locker room, training room and equipment room.

Auxiliary Locker Rooms may be combined from four (4) locker rooms to two (2) with seventy (70) lockers each to accommodate football teams.

- Officials Locker Room includes main lounge area with two (2) separate dressing areas.

### Basketball

- House reduction and divider curtains give flexibility to set a variety of configurations from 25,000-70,000 seats
- Due to retractable seating, which is replaced by seating with a different pitch, overall basketball sight lines are better than any other stadium.

### Soccer

- Due to retractable seating, LOS has the capability of hosting any soccer match including FIFA and NCAA.

## 11.16 LOS SUITES

Lucas Oil Stadium features 139 suites on the Field Level, upper, and lower levels, ranging in size from Mini (8 seats) to Super Suites (36 seats). All suites are leased through the Indianapolis Colts. A limited number of complimentary suites may be available to clients who lease Lucas Oil Stadium. Please ask your Event Coordinator for details.

## 12.1 GENERAL GUIDELINES FOR UNMANNED AIRCRAFT VEHICLES USE IN ICCLOS

In addition to complying with applicable state and federal law, the City of Indianapolis Municipal Code (Title II, Chapter 407, Article IV), and any rules and/or regulations promulgated by the Federal Aviation Administration ("FAA"), any licensee ("Licensee") desiring to operate an unmanned aircraft vehicle ("UAV"), as that term is defined in Title II, Chapter 407, Article IV (Section 407-401) of the Municipal Code of the Consolidated City and County of Indianapolis/Marion, Indiana, in, on, or nearby the ICCLOS must comply with the following policies and procedures.

It is the sole responsibility of the UAV Licensee and/or UAV Operator ("Operator") to be familiar with current FAA regulations and any other applicable law/regulations at the time of UAV operation and to follow such regulations without exception. ICCLOS is not responsible for reviewing and updating FAA information and/or other applicable law with respect to the guidelines and requirements set forth in this Section 12 of the ICCLOS Facility Guide.

## 12.2 PRIOR APPROVAL

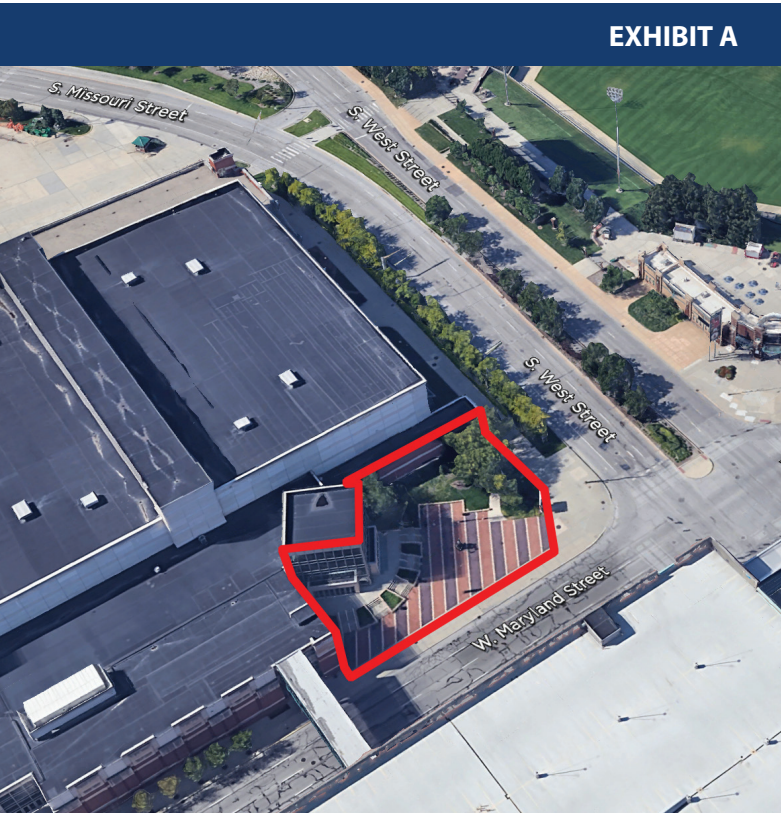
1. Licensees wishing to use a UAV in, on, or nearby ICCLOS property must submit the following information to ICCLOS at least sixty (60) days before the date on which the Applicant/Operator intends to use the UAV:
  - a) Licensee's company name, address, phone number, and email address;
  - b) Operator's company name, address, phone number, and email address;
  - c) The name of person(s) authorized to fly the UAV;
  - d) Contact number(s) for those person(s) authorized to fly the UAV;
  - e) Operator's experience level and other events at which he/she has flown a UAV;

- f) Make and model of UAV;
  - g) Size and weight of UAV;
  - h) Proposed payload and payload weight;
  - i) FAA small unmanned aircraft system ID number and Certificate of Aircraft Registration for UAV; and
  - j) A description of the intended use, including the time and location that the UAV will be operated, and whether or not images will be recorded.
2. Only licensed Operators may operate a UAV in, on, or nearby ICCLOS. The UAV must be operated in a safe manner at all times. The Operator must present documentation satisfactory to ICCLOS proving that the Operator has been trained and is qualified to operate a UAV.
3. The express, written approval of ICCLOS is required for any UAV use.

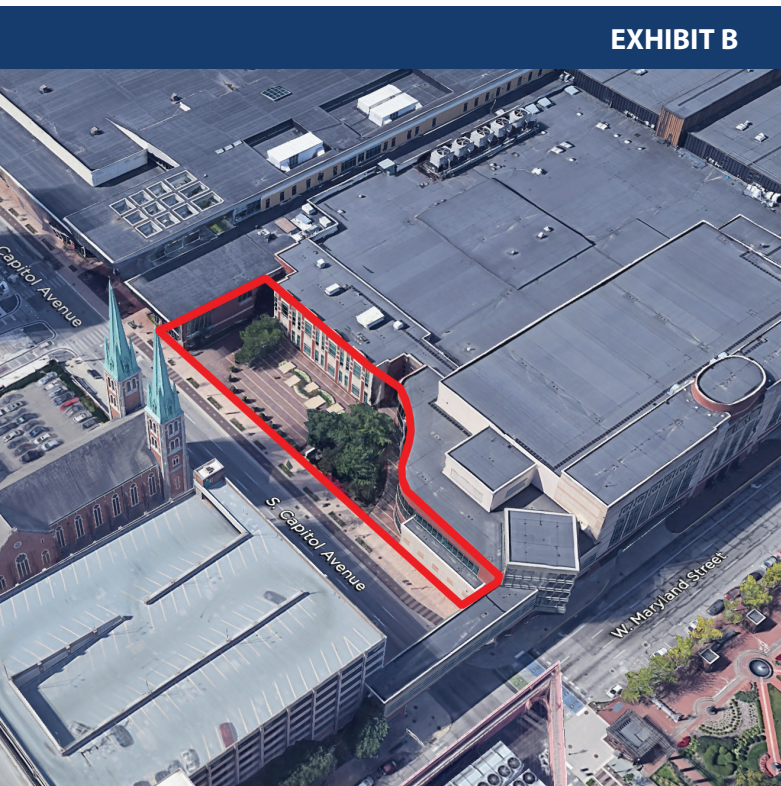
## 12.3 APPROVED FLIGHT AREAS

1. Outdoor use (ICC) – Subject to the restrictions set forth in Section 12 of the ICCLOS Facility Guide, ICCLOS permits UAV use solely in those areas located within the red boundaries immediately adjacent to the Indiana Convention Center and set forth in **EXHIBIT A** and **EXHIBIT B** attached hereto.
  - Outdoor use of a UAV requires the express written permission of ICCLOS and FAA. It shall be the sole responsibility of Operator to determine whether or not a Certificate of Authorization (COA) or Waiver is required by the FAA to operate the UAV outside or nearby the ICC. If a COA or Waiver is required, the UAV Operator must obtain said COA or Waiver and provide ICCLOS with a copy of same at least thirty (30) days prior to the scheduled event. To the extent the FAA imposes any limitations on the use of the UAV, the Operator is responsible for complying with those regulations.

**EXHIBIT A**



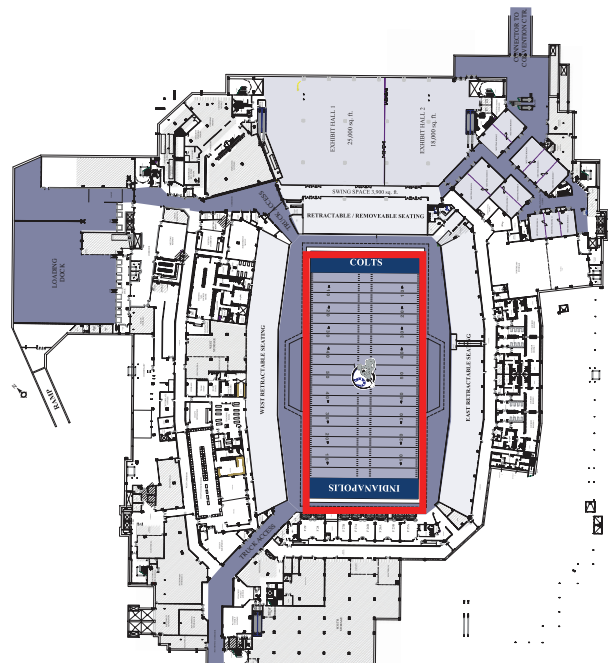
**EXHIBIT B**



2. Inside licensed exhibits halls (ICC & LOS) / Infill Playing Surface & Seating (LOS) (unoccupied during flight)

- It shall be the sole responsibility of Operator to determine whether or not a Certificate of Authorization (COA) or Waiver is required by the FAA to operate the UAV inside ICCLOS. If a COA or Waiver is required, the UAV Operator must obtain said COA or Waiver and provide ICCLOS with a copy of same at least thirty (30) days prior to the scheduled event. To the extent the FAA imposes any limitations on the use of the UAV, the Operator is responsible for complying with those regulations.
- Any UAV operated inside ICCLOS (while unoccupied) must weigh less than fifty-five (55) pounds including payloads (i.e. on-board camera).
- Any UAV use inside LOS (while unoccupied) must be confined to the Infill Playing Surface as identified inside the red boundaries of **EXHIBIT C** and seating area or the licensed exhibit halls. A UAV may not be flown from the Infill Playing Surface and Seating area to the licensed exhibit halls or vice versa.

**EXHIBIT C**



3. Inside leased exhibit halls (ICC & LOS)/Infill Playing Surface & Seating (LOS) (occupied during flight)
  - It shall be the sole responsibility of Operator to determine whether or not a Certificate of Authorization (COA) or Waiver is required by the FAA to operate the UAV inside ICCLOS. If a COA or Waiver is required, the UAV Operator must obtain said COA or Waiver and provide ICCLOS with a copy of same at least thirty (30) days prior to the scheduled event. To the extent the FAA imposes any limitations on the use of the UAV, the Operator is responsible for complying with those regulations.
  - UAVs are not allowed inside ICCLOS during load in, show hours, and/or load out without the express written consent of ICCLOS. If ICCLOS provides consent to use a UAV during load in, show hours, and/or load out, the UAV must be tethered to a single point or restricted to a netted or caged area while being operated. ICCLOS reserves the right to impose any different and/or additional requirements on UAV use in occupied ICCLOS areas as it deems necessary.
  - Any UAV operated inside ICCLOS must weigh less than twenty (20) pounds including payloads (i.e. on-board camera).
  - Any UAV use inside LOS (while occupied) must be confined to the Infill Playing Surface identified inside the red boundaries set forth in Exhibit C attached hereto or to the licensed exhibit halls. A UAV may not be flown from the Infill Playing Surface area to the licensed exhibit halls or vice versa.
  - Any UAV use inside the ICC (while occupied) must be confined to the licensed exhibit halls.

## 12.4 RESTRICTED FLIGHT AREAS

A UAV may not be operated in common areas, including but not limited to, all public areas, concourses, lobbies, corridors, pre-function space, meeting rooms, registration areas, and food courts.

## 12.5 PROHIBITED USES

- No UAV is allowed in, on, or nearby ICCLOS without prior written approval by ICCLOS.
- No UAV may be used to monitor or record sound, video, or pictures in areas in which there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, dressing rooms, etc.
- No UAV may be used to monitor or record sensitive, personal, or proprietary information which may be found, for example, on individuals' workspaces, computers, or other electronic displays.
- Casual or recreational use of UAVs is strictly prohibited at ICCLOS.
- A UAV carrying any weapon, ammunition, and/or explosive is strictly prohibited.
- A UAV carrying any poison and/or volatile substance is strictly prohibited.
- UAVs are prohibited from flying within eighteen (18) feet of any building structure, including, but not limited to, sprinklers.

## 12.6 RECORDING IMAGES

Anyone operating a UAV for the purposes of recording or transmitting visual images or audio must take all reasonable measures to avoid recording and/or transmitting images/audio that would normally be considered private.

## 12.7 INSURANCE/LIABILITY

- At least thirty (30) days before the start of the event at which a Licensee intends to use a UAV, Licensee must provide Certificate of Insurance in compliance with the License Agreement specifically indicating that there is no exclusion for aircraft, or, in the alternative, a Certificate of Insurance in compliance with the License Agreement specifically indicating that separate coverage has been obtained for liability arising from the use of UAVs.

- The Capital Improvement Board of Managers of Marion County (CIB) has no liability for property damage or loss of the UAV while on premises (during event days, move/in/out days or any other time) and Licensee waives any claim against the CIB.

## 12.8 TEST FLIGHT

At least one (1) day prior to the start of the event at which the Licensee intends to use a UAV, the Operator of the UAV must perform a test flight of the UAV in the area in which he or she intends to use the UAV during the event. ICCLOS reserves the right to deny any Licensee's request to operate a UAV based on the Operator's performance during the test flight.

## 12.9 ADDITIONAL CONSIDERATIONS/RESTRICTIONS

- Event leadership and Licensee/Operator shall collaborate to make a designated flight map of the UAV that is clear from any and all hanging objects like banners, signs, and lights.
- UAV must always be within the Operator's visual line-of-sight at all times. The only alternative to this would require a "spotter" to "shadow" the UAV along the flight path until the UAV is back in direct line of sight of the Operator.
- Spotter must remain in constant communication (i.e. 2-way radios, cellphones) with Operator while UAV is in use.
- Operator and/or Spotter must always be within 50 feet of UAV at all times UAV is in use at the ICC or LOS.
- Licensee must submit a proposed flight plan sixty (60) days prior to the event date when UAV is to be in use.
- A "spotter" and/or a revised flight plan may be required based on the Licensee's test flight.
- Flight through a UAV video camera is strictly prohibited.
- Licensee or Operator must provide emergency plan to address the event of any mechanical or other failure.
- FAA UAS ID Number must match between the provided Certificate of Aircraft Registration and the ID number marked on the UAV.
- Licensee/Operator must develop and display placards or other communication material informing participants that UAVs may be in use.
- Any complaints about UAV usage must be addressed by the Licensee or Operator.
- ICCLOS reserves the right to discontinue the operation and use of any UAV if ICCLOS deems the UAV operation to be unsafe, regardless of whether there may be loss of revenue to Licensee/Operator. In no event shall Licensor be liable for any activity or omission related to Licensee/Operator's operation of the UAV or termination of Licensee/Operator's use of UAV.
- All UAVs must be secured or removed from the premises while not in operation.
- Equipment broadcasting in the 2.4G Hz and 5 GHz frequency range is strictly prohibited, since this has the potential to interrupt and disable the UAV.
- Operator will designate in its flight plan a takeoff/landing area for each approved UAV flight, subject to ICCLOS approval.

## 12.10 MISCELLANEOUS

- Any additional costs that are incurred by ICCLOS as a result of Licensee/Operator's use of a UAV in, on, or nearby ICCLOS property shall be the responsibility of the Licensee.
- ICCLOS does not guarantee that a live feed transmitted wirelessly from the UAV to the base station/controller will be sufficient or reliable.

## 12.11 VIOLATION OF THIS POLICY

A violation of any provision of this Section 12 of the ICCLOS Facility Guide may result in immediate termination and/or cancellation of contracts between Licensor and Licensees.

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## FACILITY GUIDE

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