

STATEMENT OF PURPOSE:

General rules and regulations have been established to insure public safety and that the Infinite Energy Center's employees, users and related service providers are working in a safe and orderly environment. These rules and regulations should serve as a guideline for all concerned and will be enforced by Infinite Energy Center management. Any requests for variations or exceptions should be submitted to the event management personnel of Infinite Energy Center ("FACILITY") and must be approved in writing by the Facility's Management ("MANAGER").

GENERAL BUILDING POLICIES:

1. Smoking is not permitted inside the FACILITY under Gwinnett County's Clean Indoor Air Ordinance. The FACILITY is a non-smoking property and has designated exterior smoking areas.
2. Glitter, confetti, adhesive backed decals, stickers, or any other decorative items may be brought in by USER with written consent of MANAGER. An additional charge will be assessed for any items requiring removal by the FACILITY's staff.
3. Balloons are not permitted in the building. Balloons may be allowed in the Forum if approved in advance and are subject to a fee if they get in the ceiling. Helium balloons are never allowed in the Arena.
4. Decorations and/or signs may not be fastened to ceilings, painted surfaces, columns, or fabric and decorative walls in such a manner as to damage those surfaces. The USER must return the FACILITY back to MANAGER in the same condition that it was received. All damage to FACILITY's property or equipment shall be the responsibility of the USER. Show management and service contractors must inspect all areas covered by the USER AGREEMENT prior to move-in and following move-out. Damages should be reported immediately to FACILITY's personnel or security.
5. Temporary exterior signs, banners, directional information, shuttle bus signs, etc. must be approved in advance by the MANAGER. Banners, overhead signs, light and sound equipment, and other special decorations may not be hung from Ballroom, Theater, Exhibit Hall or Meeting Room ceilings or walls except by the Facility's personnel or authorized contractor. All items must be pre-approved one week prior to event by the FACILITY's personnel.
6. All advertisements must be presented to the MANAGER for approval prior to placement.
7. Use of drones is not permitted.
8. Inflatable, fabric or air supported structures (i.e. bounce houses, bubbles, domes, moonwalks, Inflatable Slides, etc.) are prohibited at Infinite Energy Center.
9. Hoverboards are not permitted in public areas. Hoverboards may be used during load-in if approved in advance.
10. Helium and compressed air canisters must be approved by MANAGER and if allowed, they must be secured per OSHA regulations.
11. Animals and pets are not permitted in the FACILITY except when allowed by management in the USER AGREEMENT in conjunction with an approved exhibit, display or performance legitimately requiring the use of animals. Trained guide dogs or service animals assisting visitors with disabilities are permitted inside the FACILITY.
12. The FACILITY permanent graphics, signs, or displays may not be visibly blocked in any manner nor may any temporary signs or decorations be attached to permanent building graphics without written permission from MANAGER.
13. No outside food or beverage is allowed inside the FACILITY.
14. Furniture, planters and equipment owned by the FACILITY normally used in pre-function areas, public areas, etc. may not be removed or repositioned without written permission from MANAGER.
15. The FACILITY's office telephones are reserved exclusively for the Facility's business purposes. The FACILITY's numbers may not be published as an official show or facility number.
16. All FACILITY owned equipment must be handled by appropriate FACILITY personnel only.

17. House lighting, ventilation, heat or air-conditioning will be provided as required during show/event open times. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during move-in and move-out periods. Rehearsals and similar pre-event activities may be assessed a utility charge for special light and comfort level requirements. FACILITY maintains an average temperature of 72 degrees plus or minus 2 degrees; during event times a request for deviation will result in additional charges.
18. Escalators and passenger elevators are for use by the general public and may not be blocked and are not to be used to transport equipment or freight. Freight elevators are to be used for all freight and equipment movement. All wheeled materials or items regardless of size must be brought in through the rear building loading dock area and checked in with security.
19. Use or possession of illegal or controlled substances and/or possession of firearms of any kind is prohibited.
20. Use of County Trustee work details are prohibited at Infinite Energy Center.

SECURITY:

The FACILITY maintains general "building and grounds" security for the FACILITY on continuing bases. This security provides for the general protection of the FACILITY assets, monitors all FACILITY life safety systems and provides for routine FACILITY security inspection. This general security does not imply nor does it accept specific security responsibilities for the USER and/or USER's assets at any time during the duration of the USER's time at the FACILITY. Additional security, at the request of the USER can be supplied for these purposes to the USER by the FACILITY under the terms and conditions as stipulated in the "USER AGREEMENT".

1. USER is responsible for complete security within the Exhibit Halls, Ballrooms, Theater, Meeting Rooms and all other areas specifically leased to USER.
2. The FACILITY reserves the right to require additional security personnel for the purpose of public safety, crowd management and logistical control as it relates to public and private events. After reviewing the USER' event plan and event lay-out, the Manager will advise USER in advance of the event as to any required security. Such use of required additional security will be supplied under the terms and conditions as stipulated in the "USER AGREEMENT".
3. Areas within the FACILITY designated "authorized personnel only" are restricted to FACILITY personnel unless a variance is allowed by MANAGER.
4. Abusive language, threats, assault, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.
5. All areas to be locked and secured by USER must be approved by MANAGER.
6. Automated closing devices are not to be removed or tampered with.
7. Soliciting is not permitted on the FACILITY's property.
8. Safety of all occupants of the FACILITY is of utmost concern. MANAGER will bring any and all unsafe conditions or activities caused by the USER to the attention of the USER and corrective measures are to be made immediately. USER will bring any and all unsafe conditions or activities caused by the MANAGER to the attention of the MANAGER and corrective measures are to be made immediately.
9. All security arrangements are subject to approval by the MANAGER.

POTENTIALLY HAZARDOUS WORK AREAS:

Exhibit Halls and Theater during move-in and move-out, loading dock areas and "back of house" service areas are considered POTENTIALLY HAZARDOUS WORK AREAS. As such, the following guidelines will be strictly enforced and may result in violators being removed from FACILITY Property:

1. Loading or unloading is permitted only through the loading dock. No loading or unloading is permitted through the front of the building. **NO EXCEPTIONS.**
2. Absolutely no drinking of alcoholic beverages is allowed.
3. No speeding or reckless use of vehicles or equipment will be permitted.

4. No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, in hazardous work areas.
5. No re-fueling activity of any kind is permitted. Re-fueling must be accomplished a minimum of fifty feet (50') beyond the exterior of the building.

PUBLIC AREAS:

All lobby areas, pre-function areas, entrances, restroom and concession areas are public spaces and can only be used by USER under the following guidelines:

1. All activities utilizing public areas, such as registration, special exhibits or displays, etc. must be approved in advance. Detailed floor plans with specifications are to be submitted to your event coordinator for approval.
2. Motorized vehicles, forklifts, gas or electric carts may only be used in public areas with written permission and an appropriate pass from MANAGER. All carpeted areas must be completely protected before any equipment will be allowed on the carpet.
3. Clear access must be maintained to all food, beverage and restroom areas.
4. Activities in public areas must take into consideration the requirements of other tenants utilizing the FACILITY.
5. Service desks and related "behind the scenes" workstations should not be set in public areas.
6. Installation of carpet runners, show carpet or other temporary floor coverings over permanent carpet must be approved in advance by MANAGER.

LOADING DOCKS, EXHIBIT HALLS, PARKING AREAS:

1. All parking areas are under the exclusive control of the FACILITY and the following rules will apply:
 - a. Employee parking areas will be for vehicles that have a parking permit prominently displayed on the vehicle.
 - b. No parking in the fire lanes, service roads, vacant exhibit halls, loading dock areas, or any other location posted "no parking"; this rule will be strictly enforced. Unauthorized vehicles will be removed at owner's expense.
 - c. When two or more events require loading dock access, service contractors will generally work out mutually agreeable dock utilization schedules. Otherwise, MANAGER will allocate specific docks to each event as deemed appropriate.
 - d. No overnight RV parking
 - e. Chock all trucks
2. Utilization of the freight marshaling yard must be coordinated through event management personnel. Generally speaking, service contractors will be permitted to schedule marshaling facilities as available in consideration of other tenants and contractors.
3. Crate storage IS NOT PERMITTED in exhibit halls or interior building areas under any circumstances. Refer to fire regulations for specific crate storage information.
4. All outside services must be provided by the companies approved by MANAGER.
5. Tape removal is the responsibility of the USER and their service contractors. Heat tape and double face tape may not be used on permanent carpet.
6. USER and their service contractors are responsible for removal of bulk trash, crates, pallets, packing material, lumber, etc. prior to show opening and during move-out.
7. All trash hauls shall be the responsibility of the USER and an invoice for same will be included in the final settlement.
8. All labor requirements for move-in/move-out, set-up of display areas etc. shall be the responsibility of show management and/or exhibitors and their service contractors.
9. The FACILITY serves as its own telecommunications, electrical and utility contractor. Refer to separate rate and service schedules for details.

DELIVERY PROCEDURES

1. Mail received on-site should be addressed to the appropriate show or event. Mail will be held in the FACILITY's Administration offices until the first day of the agreement period, at which time it will be delivered to show management. No packages or freight will be accepted prior to the contracted move-in dates.
2. There will be an additional removal fee charged for pallets left after load out.
3. Return shipments are sole responsibility of the USER and must be completed within 24 hours after close of event.

EXHIBIT FLOOR PLANS & REGISTRATION PLAN APPROVAL:

This section applies to large exhibits, trade shows, consumer shows, concerts, & large banquet events. For smaller events the Facility will provide assistance and floor plan layouts.

1. USER agrees that everyone connected with the Permitted Uses shall comply with all laws of the United States and the State of Georgia and all Gwinnett County ordinances, together with all requirements of the Police and Fire Departments or any other law enforcement agency, and will not do, nor allow to be done, anything on the Premises during the Term of this Agreement in violation of any such laws or ordinances; and if the attention of the MANAGER is called to such violation on the part of the USER, such USER will immediately desist from and correct such violations. USER will obtain, at its own expense, all licenses, permits and union and trade organization clearances required by any public body or by contract for use by the USER of the Premises and/or visual or sound compositions or productions.
2. The following rules will apply to all exhibit events:
 - a. Detailed floor plans are required for exhibit halls and registration or special activities and exhibits scheduled in any public areas of the FACILITY, including the exhibits located in the meeting rooms or ballroom.
 - b. Tents, displays & exhibits, structures, vehicles, use of compressed or flammable gasses, cooking or open flame devices must meet NFPA 101: 12.7 and be approved before the event. See your Event Manager for additional requirements.
 - c. USER shall provide a diagram of each proposed show layout to MANAGER for preliminary approval prior to selling any of the exhibit space. Such approval shall not be unreasonably withheld. Final plans must be approved by the FACILITY. All exhibit floor or registration plans should include the following information:
 - Official name of the show/event, sponsoring organizations, dates, and name of service contractor.
 - All plans should be drawn to scale.
 - Aisle widths should be clearly indicated.
 - Primary entrance doors and emergency exits should be readily determined.
 - We request that all service desks that are supplied by the FACILITY's exclusive companies be included with other service desks. Service desk locations should be included in diagrams.
 - Note if aisles are to be carpeted.
 - Distinction between pipe and drape or hard wall should be indicated.
 - Temporary exhibit floor food service areas should be clearly indicated.
3. If any portion or all of Premises or any other portion of the Facility's building or furnishings are damaged by the negligence or default of the USER or of USER's agents, employees, patrons, guests or any person admitted to the Premises by USER, USER will pay to MANAGER upon demand such sums as may be necessary to restore the Premises or any other portion of the Facility's building or furnishings to its former condition.
4. In the event that the Premises are not vacated by USER upon the expiration of the Term, MANAGER is authorized to remove from the Premises, at the expense of the USER, all goods, wares, merchandise or property which may be sustained by reason of such removal, and the MANAGER is hereby released

from any and all claims for damages of whatever kind or nature, including but not limited to non-use or unavailability of such property. Nothing contained in this Agreement shall in any way constitute MANAGER as a depository of any such properties whether owned by USER or a third party.

5. The MANAGER reserves, and at all times shall have, the sole right to operate or have operated in its behalf all commercial enterprises, including concessions, bars and catering operations and to sell or otherwise provide food, periodicals, camera equipment, health aids, flowers, printed materials of any kind, novelties and photographs. All parking services rights and privileges are reserved for the MANAGER.
6. The State of Georgia has issued an Alcoholic Beverage Control license to Proof of the Pudding for their exclusive sale and distribution of alcoholic beverages at the Infinite Energy Center and the entire FACILITY's property. USER hereby acknowledges and understands that the selling, distribution and consumption of all alcoholic beverages must be in accordance with the laws, statutes and regulations of the State of Georgia. USER hereby acknowledges and understands that license precludes the dispensing of alcoholic beverages to individuals under the age of 21. USER agrees to assist in preventing any consumption of alcoholic beverages by underage attendees.
7. USER will not post or allow to be posted, signs, advertisements, show bills, lithographs, posters or cards of any description in or on any part of the Premises, except in regular locations provided by MANAGER and only those pertaining to the Permitted Uses for such period of time as designated by the MANAGER will be allowed. USER shall remove all such signs objectionable to MANAGER.

BASIC FIRE CODE REGULATIONS:

1. The Basic Fire Regulations will be as follows:
 - a. Show management, exhibitors, service contractors and all other involved parties must comply with all Federal, State, and Municipal fire codes which apply to places of public assembly. Sections of the Life Safety Code Book, which are pertinent to places of public assembly, shall be considered a part of all leases whether specifically referenced or not. Reference copies of the Life Safety Codes are available in the FACILITY Management office.
 - b. All drapes, curtains, table coverings and skirts, carpet, or any materials used in exhibits must be flame retardant. All such material is subject to inspection and testing by the Fire Marshal.
 - c. Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers and fire hose cabinets, fire alarm pull stations, stand pipes, utility panels, and switch gear.
 - d. Under no circumstances will crates, equipment, freight storage or display materials, etc. be permitted to obstruct emergency exits from any area of the building. This requirement will be strictly enforced and will be removed at owner's expense.
 - e. Empty crate storage is not permitted in exhibit halls and service/dock/interior building areas. Crate storage is considered a potentially hazardous situation and service contractors should submit all crate storage plans to event management for approval.
 - f. Vehicles with gasoline engines may be displayed with a maximum of two (2) gallons of gas remaining in the tank. A locking gas cap must be installed, or the tank must be adequately sealed by tape or in some other appropriate manner. All battery cables must be disconnected and taped to avoid potential sparks.
 - g. All electrical equipment must be UL approved and all gasoline engines must be AGA approved. Refer to electrical and utility rate schedules for detailed electrical and water requirements for exhibits.
 - h. The use of welding equipment, open flames, or smoke emitting materials as part of an exhibit must be specifically approved on an individual basis by the County Fire Marshal. Written specifications may be submitted to MANAGER for Fire Marshal approval.
 - i. USER shall not bring onto, nor set off, nor exhibit on or over said premises, fireworks or explosives, without prior written approval of the County Fire Marshal; nor shall invalidate or increase the risk or impair the rights to the County under any insurance policy in which the County may be an insured.



General Rules & Regulations

MISCELLANEOUS:

Events or circumstances not covered in these operating policies and procedures may be subject to special consideration and stipulations as deemed appropriate by MANAGER.

Questions and clarifications should be directed to INFINITE ENERGY CENTER, 6400 Sugarloaf Parkway, Duluth, GA 30097, telephone (770) 813-7500, facsimile (770) 813-7501.

AS ACCEPTED:

FOR "USER", BY _____ DATED _____
