

**INDIANA CONVENTION CENTER**



**LUCAS OIL STADIUM**



**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. 3,086 hotel rooms connect to the Center with a total of 5,042 rooms within a six-block radius. There are 3,200 committable group rooms in the downtown area. By 2010, projected downtown hotel rooms within six blocks of the ICC: 6,757 with 4,654 of these rooms connected to the facility. Since opening in 1972, there have been three major expansions of the Indiana Convention Center. The new expansion is scheduled for completion in the fall of 2010.

CURRENT PRODUCT BREAKDOWN		
	NUMBER	SQ. FT.
Exhibit Halls	7	312,300
Meeting Rooms	36	51,270
Ballrooms	3	57,000
Docks	25	

Seven exhibit halls can be divided or combined. For added convenience, utilities are located in floor pockets on thirty-foot centers and each hall is adaptable for theatrical lighting. Twenty-five docks and four 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, can seat 2,300 for a meal function and 3,400 for a general session. It was designed with excellent acoustics, a sophisticated sound system plus an extensive

theatrical lighting system, and it can be divided into seven sections. The 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 24' ceiling and utility floor pockets. It has banquet seating for 700 and theatre style seating for 1,100 and may be divided into three separate sections.

INDIANA CONVENTION CENTER PRODUCT BREAKDOWN (Beginning Fall 2010)		
	NUMBER	SQ. FT.
Exhibit Halls	11	557,900 (Contiguous space)
Meeting Rooms	71	114,200
Ballrooms	3	57,000
Docks	48	

**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. In addition, the stadium has an infill playing surface, 7 locker rooms, exhibit space, meeting rooms, operable north window, dual two-level club lounges, 137 suites, retractable sideline seating, house reduction curtains, two large video boards, ribbon boards, spacious concourses, interior and exterior plaza space, 11 indoor docks, two vehicle ramps to the event level and much, much more. In 2010, LOS will be connected to the newly expanded convention center and several hotels and entertainment options by a new pedestrian connector.

Tradeshows can take advantage of an indoor 30,000 square foot loading dock with 11 bays, retractable seating and operable walls to utilize up to 183,000 contiguous square feet of space.

Football games can be played 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 and other half-house events have the option of playing in the round for up to 70,000 fans or in a much smaller configuration with a house reduction curtain system unlike any other stadium.

Conventions may use the stadium for general sessions in a variety of configurations. The twelve backstage meeting rooms plus the 25,000 square foot Exhibition Hall 1 and 18,000 square foot Exhibition Hall 2 may be utilized for additional convention space.

Concerts may be played indoors or outdoors in full stadium or reduced house configurations. Seating configurations range in size from 15,000-65,000.

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.

# TABLE OF CONTENTS

## 1 GENERAL INFORMATION

### 2 EXHIBIT HALL AND STADIUM REGULATIONS

Carpeted Display Areas Policy	2.1
Dirt Event Regulations	2.2
Football Field Rules and Regulations	2.3
Motorized Equipment Operation	2.4
Motor Vehicle, Boat, Motorcycle, and Aircraft Display	2.5
Motor Vehicle Demonstrations	2.6

### 3 INSURANCE PERMITS AND TAXES

Insurance	3.1
Permits and Taxes	3.2

### 4 SAFETY POLICIES

Fire Safety	4.1
Pyrotechnics Policy	4.2

### 5 SECURITY POLICIES

Armed Security	5.1
General Security	5.2
Required Security Personnel	5.3

### 6 OPERATIONAL PROCEDURES

Dock Rules & Information	6.1
Food & Beverage	6.2
Freight	6.3
General Rules	6.4
Parking	6.5
Swing Space Tractor/Trailer Clearance	6.6

### 7 SERVICES

Accessibility Services	7.1
Contracted Services	7.2
Digital Signage	7.3
Equipment	7.4
Guest Services	7.5
Preferred Vendors	7.6
Signage/Decorations/Client Materials	7.7
Water Service	7.8

### 8 SKILLED AND UNSKILLED LABOR

Electricians/Telecommunications	8.1
Housekeeping	8.2
Pipefitters	8.3
Setup Department	8.4
Sound and Lighting Department	8.5

## 9 TICKETED INFORMATION

Ticket Office	9.1
Event Tickets	9.2
Advance Ticket Sales	9.3
Coupons	9.4
Mail Orders	9.5
Open Hours For Day of Show Sales	9.6
Tickets/Wrist Bands	9.7
Ticket Office Advances	9.8
Ticket Office Security	9.9
Ticket Office Settlement	9.10
Ticket Sellers and Treasurers	9.11

## 10 UTILITY SERVICES

Broadcast Video	10.1
Cable Television	10.2
Electrical Service	10.3
Gas, Water, Drainage, and Compressed Air Service	10.4
Internet & Data Services	10.5
Telephone Service	10.6

## 11 VENUE INFORMATION

ICC Capacities/Dimensions	11.1
ICC Exhibit Halls Detail	11.2
ICC Floor Loads	11.3
ICC Freight Elevator Dimensions	11.4
ICC Function Room Detail	11.5
ICC Overhead Door Dimensions	11.6
LOS Elevator Dimensions	11.7
LOS Exhibit Space	11.8
LOS Features	11.9
LOS Floor Loads	11.10
LOS Function Rooms Detail	11.11
LOS Overhead Door Dimensions	11.12
LOS Press Box	11.13
LOS Quick Facts	11.14
LOS Suites	11.15

## 12 INDEX

**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 317-262-3000

**CSC SECURITY** 317-262-3493

**CENTERPLATE** 317-262-3500

**TICKET OFFICE** 317-262-3389

**WEBSITE** [www.icclos.com](http://www.icclos.com)

**INDIANA CONVENTION CENTER ADDRESS**

100 South Capitol Avenue  
Indianapolis, IN 46225-1071

**LUCAS OIL STADIUM ADDRESS**

500 South Capitol Avenue  
Indianapolis, IN 46225-1117



**LUCAS OIL STADIUM**

## 2.1 CARPETED DISPLAY AREAS POLICY

Should carpeted space be used for exhibits, the layout and type of exhibit must be approved by the ICCLOS.

1. Exhibits placed outside of the exhibit halls in carpeted areas (pre-function space, ballrooms, meeting rooms, hallways or lobbies) will be billed twenty-five cents (\$.25) more than the prevailing exhibit hall rate for tabletop and/or exhibits.
2. Exhibits located on carpeted areas are limited to "pop up" type tabletop displays and "easy to assemble" light exhibits that can be hand-carried.
3. No hard-walled exhibits are allowed in carpeted areas. Displays shipped in containers and/or crates requiring a forklift are not allowed on carpeted areas. If display material cannot be transported by pallet jacks, two-wheel dollies or four-wheel rubber-tired carts, material is not allowed on carpeted areas. See Section 6.3, item#3.
4. Customers must protect carpet by placing heavy plastic or other material in booth areas. (Does not apply to tabletop booths.)
5. Carpentry work such as nailing, drilling, painting, sawing, hammering, etc., is not allowed on the carpeted areas.
6. Groups are confined to the carpeted area that adjoins their rented space and to the time they occupy the premise. Early move-in or late move-out in pre-function space or lobbies is not permitted.
7. Fire codes must be adhered to. A minimum of a ten foot (10') aisle in lobby and pre-function space should remain at all times. Exhibits cannot be placed within thirty feet (30') of all building entrance and exit doors. Exhibits are only allowed on one side of a wall per hallway.
8. Gas, water, compressed air, drainage, and heavy electrical use utilities are not available in areas outside the exhibit halls.
9. Meeting rooms, if available, should be used for exhibits and tabletops, instead of pre-function space. However, points 1 through 8 must be adhered to. Exceptions may be made for small number of exhibits (i.e.: up to ten tabletops) and must be noted in contract.
10. Motorized vehicles, with the exception of battery-operated carts, may not operate on carpeted areas.
11. Non-marking tires are required on all vehicles in carpeted areas.
12. Race cars, show cars, and/or decorative autos are allowed at no charge, unless they are part of a commercial exhibit. As with all motorized vehicles, the carpet must be protected and fire regulations followed. No automobile larger than a passenger-sized vehicle will be permitted in any area other than exhibit halls.
13. Auto-related shows may be given special consideration. Contact your Event Coordinator for details.

## 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 ¾" 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 done 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. 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 gasoline permitted to remain in the tank is less than one-fourth (1/4) of a tank.
2. Gasoline tank caps 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. All battery connections must be removed from the battery upon termination of the move-in until commencement of the move-out. Both positive and negative cable ends must be taped to avoid any chance of sparks.
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. 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, NO LP tanks, empty or full, are allowed in the building. See Section 6.1 DOCK RULES & INFORMATION, for details.
6. Gasoline tanks on motorcycles or motor bikes are to be drained completely. Battery cables must be disconnected and taped.
7. 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 seven (7) 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. Events with only a food function in any area of the facility are exempt from insurance requirements.

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, Comprehensive 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:	
\$1,000,000	General Aggregate.
\$1,000,000	Products Completed Operations Aggregate.
\$1,000,000	Personal and Advertising Liability.
\$1,000,000	Each Occurrence Limit.
\$1,000,000	Fire Legal Liability.
\$5,000	Medical Payments.

COMPREHENSIVE AUTOMOBILE LIABILITY	
\$1,000,000	Combined Single Limit Bodily Injury & Property Damage or equivalent.

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 \$100,000 each accident, \$500,000 disease limit and \$100,000 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 exhibitors selling new or used goods are required to have an “BT1” Retail Merchants Certificate from the Indiana Department of Revenue. Exhibitors may apply by calling 317-233-4017. Presently, a twenty-five dollar (\$25.00) fee is required to the Indiana Department of Revenue. For further information, please visit their website at [www.state.in.us/dor](http://www.state.in.us/dor).
2. 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, signed and returned with payment, no later than 30 days prior to your event, to the:  
  
Department of Homeland Security  
Division of Fire Safety Permits  
402 West Washington Street, Room E241  
Indianapolis, IN 46204  
  
Currently, a \$99.00 fee is required. Questions should be directed to the Indiana State Fire Marshal at 317-232-2222.
3. All Licensees are responsible for Indiana state sales tax (currently 7%) on the gross rental costs for ICCLOS facilities. An Indiana tax exempt certificate must be on file 30 days prior to the event date to absolve the Licensee from state sales tax.
4. 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.
5. A six percent (6%) 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 #2.

## 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. 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.
3. Helium tanks and helium balloons are not permitted in the facility.
4. Electrical equipment must be Underwriters' Laboratory (UL) approved and gas-operated equipment must be AGA (American Gas Association) approved. See Section 2.5.
5. 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.
6. 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. Small propane cylinders, interchangeable on all propane appliances with a maximum net weight of 14.1 oz., used for soldering purposes, are allowed with approval by the Safety Coordinator. The ICCLOS Security Manager must be notified in advance.
7. Any exhibit that produces fumes must receive prior written approval from Facility Management.
8. 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.
9. Any vehicle using flammable liquid petroleum products as a propellant cannot have more than 1/4 tank of such propellant in its storage tank. Storage tank caps must be locked or taped 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.
10. 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.
11. All buntings, curtains, and drapings of any kind must be made of non-combustible materials.
12. 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.

13. Cooking is not permitted on any carpeted area.
14. For cooking in Exhibit Halls, please see Section 6.2 FOOD & BEVERAGE.
15. 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 (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 must follow guidelines set forth by NFPA 1126 and Indiana Fire Code Title 675. In addition, the ICCLOS requires:

1. No pyrotechnic effect shall hit any portion of the roof or ceiling, speakers or any other surface. In Lucas Oil Stadium, effects may not be shot more than 150 vertical feet from field level.
2. Airbursts shall not be permitted to be fired above an assembled audience.
3. All pyrotechnic effects are subject to a test shoot within 24 hours of actual performance.
4. The “shooter” must possess a valid federal license from the U.S. Department of the Treasury–Bureau of Alcohol, Tobacco and Firearms–for the use of “low explosives”.
5. 30 days advance notice must be given for any special requirements for HVAC and fire alarm systems.
6. Three (3) copies of a detailed description of the pyrotechnic activity planned for an event, including:
  - a) Grid showing exact location, number and type of devices to be used and spread and height of the materials used.
  - b) Narrative of program, including schedule of events and number and location of certified pyrotechnics involved.
  - c) Number, location, type and size of fire extinguishers available for pyrotechnic event.
  - d) Plans for pre-function pyrotechnic testing.
  - e) Copies of all insurance certificates must be presented to the State of Indiana Fire Marshal and City of Indianapolis Fire Department and the ICCLOS (30) days prior to the event for any pyrotechnic display.
  - f) Documentation that all drapes, floor coverings and other similar materials are fire rated.
7. No propane devices permitted unless prior written approval is received from the authority having jurisdiction.
8. Refer to NFPA 1124 for appropriate storage containers.
9. Material Safety Data sheets (M.S.D.S.) required on-site.

**Firearms are strictly prohibited.**

The only exception is for law enforcement officials or as part of a related firearms show or exhibit. All exceptions must have the written authorization of the Executive Director. Approved firearms, used in conjunction with an exhibit or show, must be unloaded, locked, and in a safe mode.

## 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

Contemporary Services Corporation (“CSC”) is the exclusive provider of security services for elevator operators and tarmac/traffic control personnel. Please schedule directly through your Event Coordinator/Security Manager.

For further information on CSC, please contact the CSC Administrative Office 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 Colleen Wilkerson, Administrative Assistant, at (317) 262-3435, or colleen.wilkerson@icclos.com, 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

### Convention Center Events:

All events held within the ICC shall be required to have CSC 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. A CSC 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 ICCLOS within the same time period, the ICCLOS 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. Empty crates are not permitted on or outside docks, and all empty crates must be placed back on trucks.
2. Forklifts left after a show must be removed by 8 a.m. the following morning.
3. 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.
4. 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 20’ aisle must be kept clear at all times.
5. 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 20’ from the building at all times.
6. 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, #5.
7. ICC: On the A and B ramps, unloading is permitted in one (1) lane only. For ALL DOCK RAMPS, a minimum 10’ wide fire lane is required.
8. Trailers must stay within assigned dock areas AT ALL TIMES.
9. 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.

10. LOS’s eleven 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.
11. 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.
12. 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.
13. Loading docks for ICC are to be assigned as follows:

HALL	DOCK	HALL	DOCK
A	1-3	E	13-15
B	4-6	F	21-24
C	7-9	G	25-28
D	10-12		

**Please Note:** Docks 16 and 20 are unassigned “floating” docks. These docks will be assigned on an event-by-event basis by the Event Coordinators. Please contact the appropriate Event Coordinator for availability.

## 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.

### 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 at public conventions may sample foods under the following guidelines:
  - 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 and must be submitted a minimum of two (2) weeks 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", 2 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. (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.
- 55-gallon grease barrels, located in the dock area, are available for exhibitor's use. Contact your Event Coordinator for pricing and information.

## 6.3 FREIGHT

### The ICCLOS Will NOT Accept Freight Shipments of Any Kind.

1. 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.

2. 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	5.1'	6'
500 Ballroom Dock	6.5'	6.5'
Wabash Ballroom	5.1'	6.5'

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

3. 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 #3.
4. 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. The Indiana Convention Center and Lucas Oil Stadium are non-smoking facilities.
4. During move-in and move-out periods, all show personnel (exhibitors, decorators, etc.) must enter and exit the facilities through approved entrances. 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 Manager.
6. Animals are not allowed in the facility unless they are service animals 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.

## 6.5 PARKING

Denison Parking operates all CIB owned parking lots including 1,500 LOS on-site surface spaces. Over 9,400 parking spaces immediately surround 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. A minimum number of complimentary parking permits 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. 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 THROUGH ICC

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 53' standard trailer with adjustable wheel base.
2. Extended cabs and 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 in First Aid at the 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 is required as a deposit for the wheelchair. 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.

## 7.2 CONTRACTED SERVICES

### First Aid Services - Clarian Health Services

The ICCLOS first-aid facilities are serviced by Clarian 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 Restaurants
- Cafeterias
- Food Courts
- Bars
- Coat 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**

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. 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. 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" tables for registration (two skirted tables per meeting room and four skirted tables per ballroom/exhibit hall, tablecloth(s) included.)
- 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, headtables, and conference style set (including refills).

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. 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 maintains an inventory of audio-visual rental equipment, which includes:

- 27" TV Monitor.
- ½" VHS Player/Recorder.
- 27" TV/VCR/DVD Combo.
- DVD Players.
- 35mm Slide Projector.
- Overhead Projector.
- Projection Table.

- 8' x 8' Screens.
- Flipcharts.
- Markers.

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 - IKON Office Solutions

The ICCLOS Business Center, in partnership with IKON Office Solutions, is located on the 1st Floor of the Indiana Convention Center in the Capitol Avenue Lobby, directly across from Room 116.

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. Shipping.

### 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 and on the lower level concourse of the LOS for stadium events.)

### Nearby Amenities

The convention complex is directly linked to four of Indianapolis' luxury downtown hotels via skywalks and connected to four 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. By 2010, Pedestrian Link skywalks will link 4,700 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.

Very limited public telephones are located in select areas of the convention center. A TTY Announcer telephone, equipped with hearing enhancement capabilities, is also available in the 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 3000 in LOS. Security personnel will assist in any way possible.

## 7.6

### PREFERRED VENDORS

Clients may use their own vendor, but the following are recommended due to their working relationship with the ICCLOS and their adherence to our policies.

#### Audiovisual Needs

Markey's Audio-Visual  
 Website: [www.markeys.com](http://www.markeys.com)  
 Telephone: 317 783-1155  
 Contact: Brian Solomon.

Markey's Audio Visual is a comprehensive audiovisual rental and staging company for professional and corporate applications. Technical services include business theater staging, live event production, outdoor venues and a full line of audio, video, lighting and technical support.

#### Exterior Signage/Event Decor

Sport Graphics  
 Website: [www.sportg.com](http://www.sportg.com)  
 Telephone: 800 792-3403  
 Contact: Marty Hill.

Sport Graphics' signage and displays encompass a wide range of products from gigantic building-enveloping banners to in-store promotional displays to signage for college and professional sports stadiums. This, combined with their printing, distribution and creative service capabilities, creates a big impact on your audience and takes a big load off your mind. Sport Graphics offers a full service design staff with the aesthetic sense and installation know-how to create a truly impressive display.

Please contact your Event Coordinator for more information on either of our Preferred Vendors.

## 7.7

### 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 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:
  - 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 Hanging order form should be completed and returned to the ICCLOS. Charges will be billed following the conclusion of the event.
- 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 order form should be completed by the exhibitor to assist in scheduling labor for hanging exhibitor banners. Contact your Event Coordinator for further information.

## 7.8

### WATER SERVICE

Water stations are provided at no additional cost in the following meeting room lobby areas:

#### ICC

- Maryland Street Lobby.
- Capitol Street Lobby.
- Between Rooms 201-212.
- North Lobby of the Sagamore Ballroom.

#### LOS

- Meeting Room Lobby.

Water service, including refills, at the podium, head tables, and conference-style set, is complimentary. See Section 7.4, item #7.

Additional 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.

The ICCLOS uses union labor exclusively. 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.

Semi-skilled teamster labor and/or skilled craft labor (stagehands, electricians, pipefitters, etc.) needed to move in, set up and/or tear down exhibit material must be arranged in the following manner:

- Skilled craft labor must be hired through ICCLOS. Please contact your Event Coordinator.
- 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.

## 8.1 ELECTRICIANS/ TELECOMMUNICATIONS

(IBEW Local #481)

Facility electricians 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 responsibilities include:

1. Installation and activation of power per utility order forms 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 conferencing.
9. Locate and tape down power cords to make safe by using "tunnel tape" and/or thresholds.

## 8.2

### 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.

## 8.3

### PIPEFITTERS

(Plumbers & Steamfitters, Local #440)

Pipefitters will assist in connecting any compressed air, water supply, natural gas, and/or drainage per exhibitors' utility order forms. 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.

## 8.4

### 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 first room set is included in the room rental. If an event is in a specific room for more than one (1) day and the set changes from one day to the next, the client will be responsible for payment for the labor to make these changes. Rooms will be refreshed once daily.

## 8.5 SOUND AND LIGHTING DEPARTMENT

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. It includes 28 exterior windows, 3 interior windows, and an electronic message board above the ticket windows. An auxiliary ticket office is located adjacent to the team store on the Northeast side of LOS. LOS has a contractual agreement to sell and distribute all tickets for events in ICCLOS. General ticket office hours are 9 a.m. - 5p.m. Monday-Friday and as required for events. For more information, please call the Ticket Office at 317-262-3389.

Satellite ticket offices are located in the ICC for events requiring a box office. See your Event Coordinator for details.

## 9.2 EVENT TICKETS

The following shall apply to any event selling tickets over five dollars (\$5.00) to the general public:

1. All 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 six percent (6%) 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 #5.

3. Personal checks will be accepted by mail order only until two 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.
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 \$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
  - Minimum of two (2) sellers required.
  - Minimum work call of four (4) hours.
2. Treasurers
  - One (1) treasurer required.
  - Minimum work call of four (4) hours.

**Utilities**

To order utility services, the appropriate service order form must be completed and returned to the address noted on the form along with payment, or ordered online using a valid credit card at [www.icclos.com](http://www.icclos.com). Utility forms are supplied to exhibitors through the pre-qualified decorator and are also available on our website. Acceptable forms of payment for advance orders include check, Discover, VISA, American Express, and MasterCard. Show floor forms of payment include Discover, VISA, American Express, and MasterCard.

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. To order service, the appropriate service 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.icclos.com](http://www.icclos.com).

**10.2  
CABLE TELEVISION**

Cable television is available in most areas of ICCLOS. To order service, the appropriate service 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.icclos.com](http://www.icclos.com).

**10.3  
ELECTRICAL SERVICE**

Electrical Service is available in most areas of ICCLOS. To order service, the appropriate service 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.icclos.com](http://www.icclos.com).

- All Exhibit Hall floor pockets contain three phase electrical, 100 amp 208v, or 6 each 20 amp 120 v. Every other floor pocket contains three phase 100 amp 480v.
- There is an average of three 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. To order service, the appropriate service 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.icclos.com](http://www.icclos.com).

- 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.

### Internet Services

- Shared High Speed Internet Service. (LAN card required).
- Basic Internet Service – This is a limited quantity service for up to 3 devices at 512Kbps download and 128Kbps upload speeds.
- Dedicated Internet Service (128Kbps to T1 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 ICCLOS with customized wireless solutions or a daily wireless option.
- Additional Public IP Addresses. Also available in blocks of 29 addresses for dedicated services.

### Miscellaneous Services

Smart City offers a host of other services at the ICCLOS:

- 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, hubs, switches, and patch cables.
- Webcast/Web Conferencing and Video On Demand are available 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.

## 10.6

### TELEPHONE SERVICE

Telephone service is available in most areas of ICCLOS. To order service, the appropriate service order form, along with payment, must be completed and returned to the address noted on the form. Orders may also be placed online using a valid credit card at [www.icclos.com](http://www.icclos.com).

**ICC Telephone Service:** The telephone dial tone in the convention center is supplied by AT&T and requires a separate fee. At the close of the event, the dial tone charge, plus any long-distance charges and tax will be sent as a separate billing directly from AT&T.

**LOS Telephone Service:** Voice and telephone services can be provided throughout most areas of the 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 at [www.icclos.com](http://www.icclos.com), or by using the telephone utility order form. Contact the Utility Department at 317-262-3467 for more information.

**11.1**

**ICC CAPACITIES/DIMENSIONS**

	THEATER SEATING	BANQUET SEATING	CLASSROOM SEATING	AREA SQ. FT.	CEILING HEIGHT
<b>HALLS</b>					
HALL A	4,300	2,370	2,148	44,400	35'
HALL B	4,650	2,560	2,320	48,200	35'
HALL C	4,200	2,300	2,100	43,200	35'
HALL D	4,500	2,490	2,270	46,800	35'
HALL E	4,000	2,200	2,016	40,500	35'
HALL F	3,600	2,670	2,488	51,300	35'
HALL G	2,500	1,500	1,400	29,500	35'
SWING SPACE				8,400	20'
<b>BALLROOMS</b>					
<b>SAGAMORE BALLROOM</b>					
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	500	400	410	5002	13'
<b>WABASH BALLROOM</b>					
SECTIONS 1-3	1,099	700	576	10,202	24'
SECTIONS 1, OR 3	366	200	180	3,391	24'
SECTION 2	366	200	180	3,420	24'
<b>MEETING ROOMS</b>					
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'
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'

	THEATER SEATING	BANQUET SEATING	CLASSROOM SEATING	AREA SQ. FT.	CEILING HEIGHT
<b>MEETING ROOMS (CONT'D)</b>					
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	120	1,730	20'
121	180	140	120	1,730	20'
122	180	140	120	1,730	20'
123	180	140	120	1,730	20'
124	180	140	120	1,700	20'
120-124	977	700	600	8,687	20'
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'

	THEATER SEATING	BANQUET SEATING	CLASSROOM SEATING	AREA SQ. FT.	CEILING HEIGHT
<b>CONFERENCE ROOMS-PERMANENT CONFERENCE STYLE-SET FOR 20</b>					
CONFERENCE ROOM-EAST				745	7'11"
CONFERENCE ROOM-WEST				748	7'11"
<b>SHOW OFFICES</b>					
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'
CSO1-SAGAMORE BALLROOM				380	11'

## 11.2 ICC EXHIBIT HALLS DETAIL

The ICC currently houses seven exhibit halls totaling over 300,000 square feet. The halls may be divided or combined. All halls have 35' ceilings and are virtually column-free.

\*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 417 10' x 10' exhibit booths or seating for 6,100 theater-style. Floor loads in Halls F and G are designed for 600 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 the halls are located on 30' centers and include electrical (110v, 208v), compressed air, water, drains, telephone. Natural gas hook-ups are available in Halls DEFG on 30' centers and in designated locations of Halls ABC. 480v electrical service and microphone hook-ups are available on 60' centers. To receive this service, Exhibitors must complete Utility Order Forms, available from the pre-qualified decorator, or online at [www.iccrd.com](http://www.iccrd.com).

Metal Halide lighting, with 360 watt lamps, illuminates the ICC exhibit halls. Two-250 watt dimmable quartz theatrical lights per module are also available.

A total of twenty-five (25) loading bays and four (4) drive-in ramps are located at the rear of the exhibit halls.

Eight show offices, with ceiling heights starting at 8', are available with the exhibit halls.

**Swing Space - ICC**

When using halls A through G for exhibits, the 8,400 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**

- 1) Halls ABC: 500 PSF
- 2) Halls DE: 350 PSF
- 3) Halls FG: 600 PSF
- 4) Swing Space: 500 PSF
- 5) Sagamore Ballroom 1-7: 100 PSF
- 6) First and Second Floor Meeting Rooms and public areas: 100 PSF
- 7) 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 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 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 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 (Maryland St. Lobby)	9’ x 14’ x 8’	20,000
F2 (Near Exhibit Hall E)	10’ x 13’ x 8’	20,000
F3 (Exhibit Hall C)	9’ x 18’ x 10’	20,000

**11.5  
ICC FUNCTION ROOMS DETAIL**

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

- 1) 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 32’. For smaller functions, the Sagamore Ballroom may be divided into seven sections.

(Two green rooms are located on the second floor near the Sagamore Ballroom. Each features lighted mirrors, bathroom/shower facilities and sofa.)

- 2) 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 22'. The adjacent Reception Room ceiling height measures 13' and measures approximately 3,600 square feet.
- 3) The Wabash Ballroom, conveniently located on the north side of the facility near the Maryland Street entrances, measures 10,202 square feet and features a 24' ceiling. The Wabash Ballroom can hold 1,099 attendees when seated theater style, or 700 banquet style. For smaller functions, the Wabash Ballroom can be divided into three 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 Service Order Form for additional information and prevailing rates.

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 thirty-six (36) meeting rooms throughout the complex. More than 51,000 square feet of flexible meeting space offers you the versatility to accommodate from ten to 1,100 people. Minimum ceiling height in the meeting rooms is 12'.

Most meeting rooms have an average of three 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 Service Order Form for additional information and prevailing rates.

## 11.6 ICC OVERHEAD DOOR DIMENSIONS

	WIDTH X HEIGHT
Hall A – Inner doors	19' 11-1/2" x 21' 10"
Hall B – Inner doors	19' 11-1/2" x 21' 10-1/2"
Hall A – Outer doors	19' 2" x 19' 9"
Hall B – Outer doors	19' 2-1/2" x 19' 9-1/2"
Hall F – Inner door	22' 2" x 22' 4"
Hall F – Outer door	23' 9" x 22' 6-1/2"
Hall G – Inner door	22' 4" x 20'
Hall G – Outer door	24' 2" x 23' 10"
Maryland Street Loading Area	7' 10" x 7'

## 11.7 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"

## 11.8 LOS EXHIBIT SPACE

The Lucas Oil Stadium includes two exhibit halls totaling 43,000 square feet. The halls may be divided or combined and have 26' ceilings.

- Hall 1 measures 25,000 square feet
- Hall 2 measures 18,000 square feet
- Lucas Oil Stadium floor measures 93,900 square feet
- Swing Space measures 3,900 square feet
- Lucas Oil Plaza measures 31,000 square feet
- North Endzone Removable Seating measures 9,545 square feet
- East Retractable Seating measures 16,000 square feet and West Retractable Seating measures 16,000 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 804 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 show offices, with ceiling heights starting at 8', are adjacent to the exhibit halls.

## 11.9 LOS FEATURES

### Divider Drapes

A series of 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 tradeshows 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.

**11.10  
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.

**11.11  
LOS FUNCTION ROOMS DETAIL**

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

- 1) Lucas Oil Plaza: is approximately 31,000 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 (open in 2010). A total of 12 meeting rooms ranging in size from 780 to 1400 square feet, the rooms are combinable in sets of two or three and feature 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 20 amp, 120v electrical services (2400 watts per line).

## 11.12

### 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'

## 11.13

### LOS PRESS BOX

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

- Seated work spaces for 200 media persons
- Coaches booth
- Radio booth
- 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

## 11.14

### LOS QUICK FACTS

#### Brief Description & Overview

A seven-level multi-purpose stadium with a retractable roof and seating for 63,000 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 wide exterior plazas with a large entrance at each
- Public concourses are a minimum of 30 feet wide and up to 80 feet wide in certain areas
- 14 escalators, 11 passenger elevators, and two ramps for easy vertical access
- Indianapolis Colts Team Store
- Televisions throughout all concourses

#### Stadium Floor

- 93,900 square feet
- 25' below street level
- Total of 183,000 square feet of contiguous exhibit space including stadium floor and 43,000 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 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**

- 63,000 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 north-west 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.
- (4) Auxiliary Locker Rooms each with main area of 35 lockers, coach's locker room, training room and equipment room.
- Auxiliary Locker Rooms may be combined from four locker rooms to two with 70 lockers each to accommodate football teams.
- Officials Locker Room includes main lounge area with two 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.

**11.15  
LOS SUITES**

Lucas Oil Stadium features 137 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.

SECTION	PAGE
<b>TABLE OF CONTENTS</b>	<b>3</b>
<b>1 GENERAL INFORMATION</b>	<b>4</b>
<b>2 EXHIBIT HALL AND STADIUM REGULATIONS</b>	<b>5</b>
Carpeted Display Areas Policy	5
Dirt Event Regulations	6
Football Field Rules and Regulations	6
Motorized Equipment Operation	6
Motor Vehicle, Boat, Motorcycle, and Aircraft Display	7
Motor Vehicle Demonstrations	7
<b>3 INSURANCE PERMITS AND TAXES</b>	<b>8</b>
Insurance	8
Permits and Taxes	9
<b>4 SAFETY POLICIES</b>	<b>10</b>
Fire Safety	10-11
Pyrotechnics Policy	11
<b>5 SECURITY POLICIES</b>	<b>12</b>
Armed Security	12
General Security	12
Required Security Personnel	12-13
<b>6 OPERATIONAL PROCEDURES</b>	<b>14</b>
Dock Rules & Information	14
Food & Beverage	15-16
Freight	16-17
General Rules	17
Parking	18
Swing Space Tractor/Trailer Clearance	18
<b>7 SERVICES</b>	<b>19</b>
Accessibility Services	19
Contracted Services	19-20
Digital Signage	20
Equipment	20-21
Guest Services	21
Preferred Vendors	22
Signage/Decorations/Client Materials	22-23
Water Service	23
<b>8 SKILLED AND UNSKILLED LABOR</b>	<b>24</b>
Electricians/Telecommunications	24
Housekeeping	25
Pipefitters	25
Setup Department	25-26
Sound and Lighting Department	26
<b>9 TICKETED INFORMATION</b>	<b>27</b>
Ticket Office	27
Event Tickets	27
Advance Ticket Sales	27
Coupons	27
Mail Orders	28
Open Hours For Day of Show Sales	28
Tickets/Wrist Bands	28
Ticket Office Advances	28
Ticket Office Security	28
Ticket Office Settlement	29
Ticket Sellers and Treasurers	29
<b>10 UTILITY SERVICES</b>	<b>30</b>
Broadcast Video	30
Cable Television	30
Electrical Service	30-31
Gas, Water, Drainage, and Compressed Air Service	31
Internet & Data Services	31
Telephone Service	32
<b>11 VENUE INFORMATION</b>	<b>33</b>
ICC Capacities/Dimensions	33-35
ICC Exhibit Halls Detail	35-36
ICC Floor Loads	36
ICC Freight Elevator Dimensions	36
ICC Function Room Detail	36-37
ICC Overhead Door Dimensions	37
LOS Elevator Dimensions	37
LOS Exhibit Space	38
LOS Features	38-39
LOS Floor Loads	39
LOS Function Rooms Detail	39
LOS Overhead Door Dimensions	40
LOS Press Box	40
LOS Quick Facts	40-41
LOS Suites	41



# Indianapolis

INDIANA CONVENTION CENTER & LUCAS OIL STADIUM

## FACILITY GUIDE

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