



CHARLOTTE CONVENTION CENTER EVENT PLANNING GUIDE



4

OVERVIEW

- Welcome to Charlotte
- Charlotte Convention Center Highlights
- Client Checklist Timeline

7

GETTING HERE AND GETTING AROUND

- Charlotte Douglas International Airport
- Driving Directions and Parking
- Hotel Information
- LYNX Blue Line Light Rail
- Shuttle/Taxi/Bus Locations
- Visitor Info Centers

9

EMERGENCY PLANNING AND SECURITY

- Building Security
- Security and Event Staffing
- Identification
- Dangerous Weapons
- Medical Emergencies
- Closest Medical Facilities
- Defibrillator Locations
- Fire Alarms and Evacuation
- First Aid
- Weather

12

EXHIBIT HALL AND MEETING ROOM INFORMATION

- ADA Accessibility
- Aerial Vehicles
- Branding and Marketing
- Core Locks
- Décor and Design
- Equipment Inventory & Personnel
- Exclusive Services and Event-Related Expenses
- Hazardous Waste
- Noise Guidelines
- Pets and Animals
- Pyro and Fog
- Registration
- Shipping and Handling
- Smoking Policy
- Ticketed and Public Consumer Events



EXHIBIT HALL LEVEL

- Air Conditioning and Heating
- Cooking in Concession Stands
- Door Dimensions
- Exhibit Hall Level Detail
- Exhibit Hall Level Equipment and Pricing
- Food Show / Food and Beverage Sampling Information
- Loading Dock Information
- Show Floor Offices
- Storage
- Trash Disposal
- Vehicles on Display in Exhibit Hall
- Weight Loads

16

MEETING ROOM LEVEL

- Crown Ballroom and Pre-Function Details
- Dancing and High Impact Movement Restrictions
- Floor Protection
- Green Room
- Meeting Room Level Details
- Richardson Ballroom, Pre-Function and Terrace Details

19

FOOD AND BEVERAGE

- Alcohol Policies
- Bartenders
- Booth Order Forms
- Catering Exclusivity
- Deposits
- Food Allergies
- Food Carts and Concessions
- Food Waste
- Tax Exemption
- Tax and Service

21

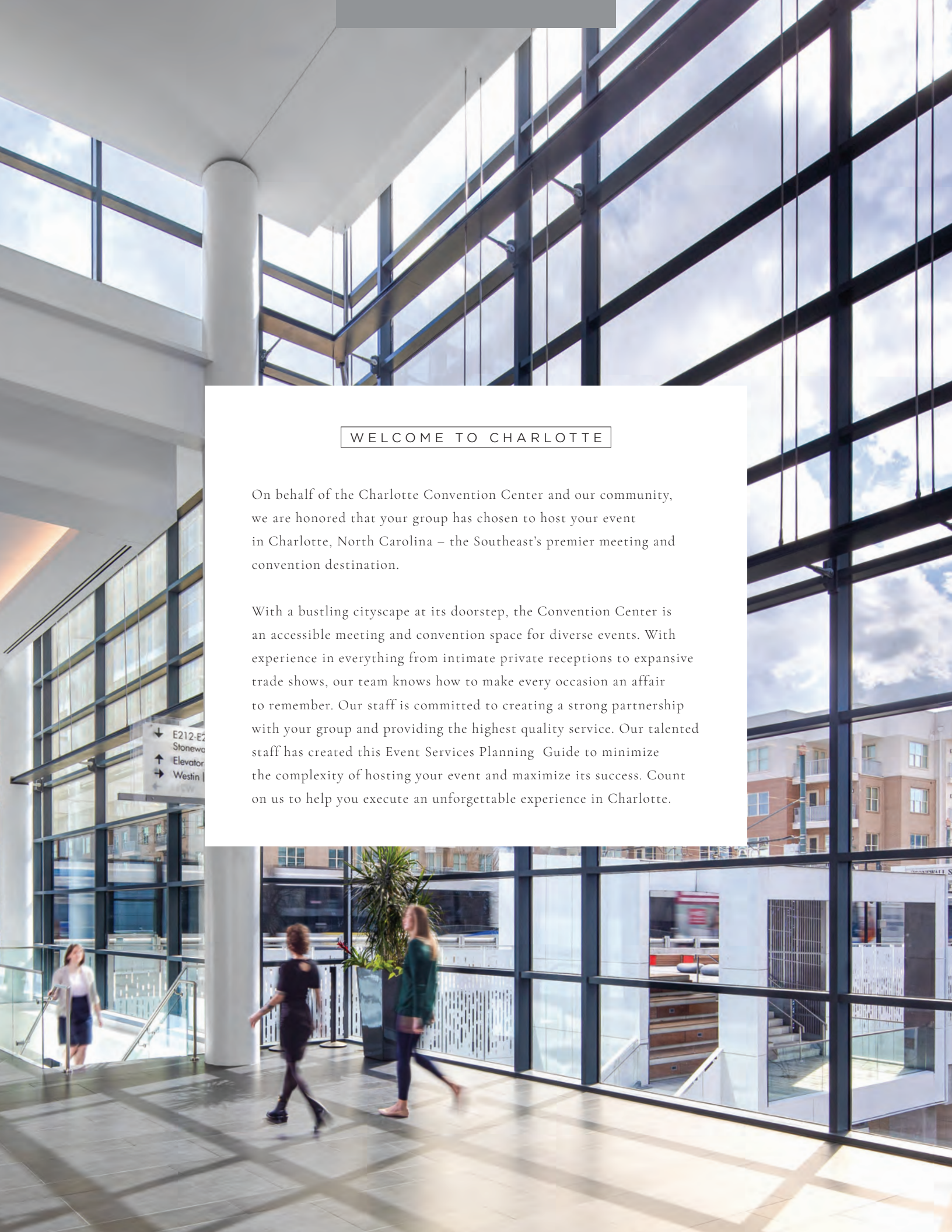
SUSTAINABILITY EFFORTS, GREEN INITIATIVES AND RECYCLING

23

THE QUEEN CITY EXPERIENCE

- Bars and Restaurants
- Attractions and City Information
- Offsite Venues

24



WELCOME TO CHARLOTTE

On behalf of the Charlotte Convention Center and our community, we are honored that your group has chosen to host your event in Charlotte, North Carolina – the Southeast’s premier meeting and convention destination.

With a bustling cityscape at its doorstep, the Convention Center is an accessible meeting and convention space for diverse events. With experience in everything from intimate private receptions to expansive trade shows, our team knows how to make every occasion an affair to remember. Our staff is committed to creating a strong partnership with your group and providing the highest quality service. Our talented staff has created this Event Services Planning Guide to minimize the complexity of hosting your event and maximize its success. Count on us to help you execute an unforgettable experience in Charlotte.

CHARLOTTE CONVENTION CENTER HIGHLIGHTS

600,000
SQUARE FEET OF
LICENSABLE SPACE

55
TOTAL BREAKOUT
SPACES

GREEN
ROOM
RICHARDSON
BALLROOM



ups
ON-PREMISES
UPS STORE
AND ATM

40,000
GROSS SQUARE FEET
CROWN BALLROOM

5
VIP SUITES ON
CONCOURSE LEVEL

SKYBRIDGE
CONNECTION TO
NASCAR HALL OF FAME
CHARLOTTE

INTEGRATED NEEDLEPOINT
BIPOLAR IONIZATION
(NPBI) AIR PURIFICATION
TECHNOLOGIES

COMPLIMENTARY
HIGH-SPEED WIFI
ON MEETING LEVEL

35,000
GROSS SQUARE FEET
RICHARDSON
BALLROOM

4
SHOW MANAGEMENT
OFFICES ON EXHIBIT HALL LEVEL



NON-UNION
FACILITY
RIGHT-TO-WORK
STATE

19 COVERED
LOADING
10 FREIGHT
ELEVATORS
8 COVERED
GATES
4 DRIVE-IN
RAMPS

FOOD AND BEVERAGE

With exclusive in-house food & beverage for both the Convention Center and the NASCAR Hall of Fame, our team is able to provide mouthwatering customizable menus at competitive pricing, as well as banquet staffing that meets your event needs. On the Convention Center’s meeting room level is the Delish Food Court, which features Einstein Bros. Bagels, Bojangles Famous Chicken ‘n Biscuits and Buon Cibo. Starbucks is a flight of stairs away, on the building’s concourse level.

VISITOR INFO CENTER

The Visitor Info Center is where the journey to discovering Charlotte begins. In addition to being the go-to resource for visitors and locals looking for things to do, see, eat and explore in the Queen City, select Visitor Info Center locations also offer carefully curated retail options and gifts from local Charlotte-area vendors. Complimentary resources available at the Visitor Info Center include a Charlotte City Guide magazine, Uptown Walking Tour and a Charlotte Restaurant Map.



CLIENT CHECKLIST TIMELINE

The following is a step-by-step guide to ensure ease and efficiency in your event-planning process:

STEP 1 | Contract Sent

Contract Agreement Signed + First Deposit*

STEP 2 | Executed Agreement

Catering Sales Manager and Event Manager Assigned After Contract is Processed

STEP 3 | 6 Months Prior

Final Space Requirements Due to Event Manager

STEP 4 | 6 Months Prior

Floor Plans for Tradeshows Due to Director of Convention Services

STEP 5 | 60 Days Prior

Final Agenda Sent to Event Manager

STEP 6 | 30 Days Prior

All Food and Beverage Requirements Due to Catering Manager and Certificate of Insurance Due (refer to Appendix 2)

STEP 7 | Banquet Event Order’s Completion

50% Catering Deposit*

STEP 8 | 3-5 Days Prior

Remaining Catering Deposit* Due

STEP 9 | Upon Event Conclusion

Final Invoice Sent to Client with Net 30-Day Term

* Please refer to your License Agreement for specific deposit information.



GETTING HERE AND GETTING AROUND

No matter your distance—regional, national or international—making your way to Charlotte is a breeze. Whether by plane, train or automobile, we’ll help you find the route that gets you where you need to go. Easily accessible from most major cities, direct flights and short drive times make accessing the Queen City a cinch, with the Charlotte Douglas International Airport only seven miles from Uptown.

CHARLOTTE DOUGLAS INTERNATIONAL AIRPORT

As one of the busiest airports in the world, Charlotte Douglas International Airport (“CLT”) currently sees more than 700 flights daily and offers more than 178 nonstop flights to destinations worldwide, including 40 international destinations such as Frankfurt, Munich, Paris, Rome, Madrid and London. At 7 miles from the Convention Center, the airport is just a 15-minute drive away.

DRIVING DIRECTIONS AND PARKING

Two major interstate highways, I-85 and I-77, connect Charlotte to cities in the Northeast, Southwest and Midwest. Less than one hour north, I-40 provides an east/west link with coast-to-coast access.

From I-77 North/US Hwy 74 West (Wilkinson Boulevard)/Airport, exit off of I- 277 North onto Exit 1E/S. College Street. Drive .4 miles, and the Convention Center will be on the right.

From I-77 South/I-85 South and North/US Hwy 74 East (Independence Boulevard), exit off of I-277 South onto Exit 1E/ Brooklyn Village Avenue. Turn left onto Brooklyn Village Avenue. At the third light, take a right onto College Street. The Convention Center will be on the right.

There are a number of covered parking garages in the convention district, with the NASCAR Hall of Fame garage being directly attached to the Convention Center. Please refer to Convention Center Parking for a map of area garages and surface lots. Daily pricing can range from \$8 to \$20. For oversized vehicles, please reference [Oversized Parking Map](#) for parking options.

HOTEL INFORMATION

For the most up-to-date information on hotels in Uptown and around the Convention Center, please visit charlottesgotalot.com/hotels.

LYNX BLUE LINE LIGHT RAIL

North Carolina’s first light rail line connects South Charlotte to Center City and continues on to NoDa and The University of North Carolina at Charlotte, connecting riders to museums, entertainment, nightlife and sporting events. Event attendees can access the Convention Center via the Brooklyn Village Station or 3rd St/Convention Center Station, with the facility located directly between the two stops.

On weekdays, the Blue Line is available every 7.5 minutes during rush hour and every 15 minutes during non-peak hours. Weekend service operates every 20 minutes during the day and every 30 minutes during late-night hours. Passes are \$2.20 each way and can be purchased from your smartphone with the CATSPass app from the Charlotte Area Transit System. For more information, visit ridetransit.org.



EMERGENCY PLANNING AND SECURITY

Our experienced team of venue and event professionals are committed to ensuring you and your attendees have a memorable and successful event in the Queen City. More importantly, our team is dedicated to providing a safe and secure environment for all clients, exhibitors, attendees and employees. Please review the following measures our team and venue have adopted in order to provide a highly safe and secure environment before, during and after your event. For more information, please contact your Event Manager for most recent Emergency Response Plan.

BUILDING SECURITY

General building security (public areas and grounds) is on-site with officers 24 hours a day. Officers are cardiopulmonary resuscitation (“CPR”), first aid and automated external defibrillator (“AED”) certified. Officers are responsible for unlocking doors and assisting with emergencies and they will be notified of any incident taking place on the show floor, including but not limited to lost property, injuries and serious damages. In applicable cases, our security team will document incidents through our reporting process. An armed security officer is posted in the public concourse areas from 7 a.m. to 11 p.m. daily. Security is available by phone at 704.339.6090. Any emergency requiring medical, police or fire assistance should be directed to both security and your Event Manager.

For event staffing and security, clients will be assigned event staffing and security representation from ShowPros Entertainment Services (ShowPros), the Convention Center’s exclusive event staffing and security provider and a security plan will be developed accordingly.

SECURITY AND EVENT STAFFING

The Center shall be the exclusive provider of all event staffing personnel including badge checkers, door guards, freight elevator guards and security guards. Three security guards are required on the loading docks during decorator/exhibitor move-in and move-out. One security guard will be located at the entrance to the exhibit hall floor during move-in and move-out and event hours. Police officers, off duty or otherwise, will be used as needed and must be ordered through the Center. The Center will determine required levels of event staffing personnel to ensure safety and the orderly execution of the event.



SHUTTLE/TAXI/BUS LOCATIONS

Shuttles, taxis and most ride-sharing services will utilize the main entrance of the Convention Center at 501 S. College St. During citywide conventions, taxis are readily available just outside these doors. Pricing can vary due to demand, final destination, etc.

Bus drop-off and pickup is located at the turning lane of Martin Luther King Jr. Boulevard. If utilizing bus transportation, please alert your Event Manager for coordination in order to provide the best service to your attendees.

VISITOR INFO CENTERS

All 3 locations offer complimentary resources such as a Charlotte City Guide magazine, Uptown Walking Tour and Charlotte Restaurant Map, with the 2 Uptown locations offering carefully curated retail items.

-  **Uptown Charlotte** - 329 S Tryon St.
-  **Charlotte Convention Center** - 501 S College St.
-  **Charlotte Douglas International Airport** - 5501 Josh Birmingham Pkwy (located at baggage claim)



IDENTIFICATION

All individuals working in the Convention Center must display a Center approved identification badge and must check in with the appropriate credentials daily. To ensure event contractors have checked in, they will be required to wear a colored wrist band for each day they are in the Center (colors change daily). It is the responsibility of the contractors to get their staff WIS badges through ESCA.

DANGEROUS WEAPONS

The possession of dangerous weapons is prohibited in the Convention Center. A “dangerous weapon” is defined as any object or device designed or intended to be used to inflict serious injury upon persons or property.

If firearms are an integral part of an event, please notify your Sales Manager or Event Manager for policies regarding firearms exhibits (see “[Event Regulations](#)”).

MEDICAL EMERGENCIES

In the event of an immediate medical emergency, please call 911 and provide as much detail as possible regarding the location and nature of the emergency. After calling 911, dial 704.339.6090 to report the emergency to Convention Center Security, who will then be able to direct first responders to the appropriate point of entry inside the Convention Center. Notify your Event Manager via show radio or cell phone.

CLOSEST MEDICAL FACILITIES

In the event of an emergency, Convention Center Security staff will coordinate the routing of emergency vehicles on the property to assure expedient service for the patient.

ATRIUM HEALTH

1000 Blythe Blvd.
Charlotte, NC 28203
704.355.2000
Distance from Convention Center: 2 miles

NOVANT HEALTH

200 Hawthorne Ln.
Charlotte, NC 28204
704.384.4000
Distance from Convention Center: 2 miles

DEFIBRILLATOR LOCATIONS

All security has been trained in the use of AED units. The Convention Center has AED units with an AED locator sign in the following locations (noted on floorplans - see Appendix 1):

Richardson Ballroom (by Ballroom A)

Registration Concourse (street level by Starbucks)

Administration Hall (bathroom alcove)

West Meeting Rooms near W201D, W205C, W210 and W211

East Meeting Rooms near E212D, E216C, and W218B

Exhibition Halls (Hall A/B Lobby)

Exhibition Halls (Hall C Lobby)

Crown Ballroom (near elevators P10 and P11)

FIRE ALARMS AND EVACUATION

The fire alarm system is monitored 24/7 on-site by Convention Center Security and off-site by a Charlotte alarm monitoring company. Fire alarms are activated by smoke detectors, heat detectors, water flow (sprinklers) and manual pull stations. Upon activation, the fire alarm notifies occupants via horns, strobe lights, a recorded voice and digital monitor messages instructing occupants to evacuate.

When the fire alarm has been activated, all occupants are required to evacuate the building and proceed to the areas as directed by staff.

IF A FIRE IS SUSPECTED:

Contact your assigned Event Manager immediately and provide possible location of the fire. Your Event Manager will then report the fire to the Charlotte Fire Department and to Convention Center Security

WHEN THE FIRE ALARM IS ACTIVATED:

If the Event Manager and/or ShowPros staff are in the immediate area, follow their instructions for evacuation
Exit the facility immediately by the closest exit that does not require an elevator

FIRST AID | Atrium Health

Routine first aid may be administered by one of the on-site Emergency Medical Technicians (“EMT”s) from Atrium Health. Please note that EMT services are only staffed during events that have over 2,000 attendees, utilize the exhibit halls, and/or as needed per Event Manager’s discretion. An initial assessment of the patient will be made to determine if advanced medical care and transport to a hospital are appropriate. Convention Center Security staff will coordinate the routing of emergency vehicles on the property to assure expedient service to the patient.

If you are in any of the locations inside the facility and need first aid assistance, please call Convention Center Security at 704.339.6090 who will inform the on-duty EMT.

WEATHER

Convention Center Security monitors severe weather reports 24 hours a day, 7 days a week. Upon receipt of severe weather watches or warnings, your Event Manager will notify you and attendees to provide direction. Keep in mind the following steps when severe weather occurs:

- Remain inside the facility and stay away from doors and windows.
- Get to the lowest level of the Convention Center for best protection from high winds and flying debris. The lower levels inside the facility include the loading dock and exhibit halls.
- If an Emergency Medical Technician (EMT) is on duty, they will be on standby for potential medical needs during the relocation.
- In the event of a power outage, the Convention Center is equipped with emergency power.
- Your Event Manager will remain in contact with show management before, during and after any severe weather.





EXHIBIT HALL AND MEETING ROOM INFORMATION

ADA ACCESSIBILITY

The Convention Center is committed to accommodating the needs of individuals with disabilities. The Convention Center is accessible to disabled patrons as required by the ADA and applicable regulations. Located within the Center are Mother's Rooms (information below). We welcome any suggestions you may have to make your experience more enjoyable. Should you or your attendees require special assistance, please visit our Security desk located at the Brooklyn Village Avenue entrance or call 704.339.6090.

FACILITY

Accessible restrooms, family restrooms and lower height water fountains are available throughout the facility. All passenger elevators at the Convention Center are accessible to attendees with disabilities. Elevators located on the Concourse Level provide access to meeting rooms and Exhibit Hall Level. Please note: The Convention Center does not offer wheelchairs.

FOOD AND BEVERAGE

Concession stands and food carts are located throughout the Convention Center. Upon request, food service hosts will read menus located at each concession outlet.

MOTHER'S ROOM

There are two Mother's Rooms located in the Convention Center: one located by the Richardson Ballroom Section B, and one located across from room W211. Each room is equipped with a chair, stool, and refrigerator. These rooms are private and can be locked.

PARKING

Disability parking is available at prevailing rates in the NASCAR Hall of Fame parking deck adjacent to the Convention Center. Attendees must display proper state identification on or in their vehicle.

Drivers may drop off and pick up passengers with mobility concerns in the taxi lay-by, located on College Street. Attendees must call the Security desk at 704.339.6090 for assistance.

SENSORY BAGS

As a sensory-inclusive certified venue, there are Sensory Bags available upon request with items such as fidget toys, a weighted blanket, a communication card, sunglasses and more. These are located at the Visitor Info Center at the College Street and Martin Luther King Jr. Boulevard locations.

AERIAL VEHICLES

Aerial vehicles such as drones are not permitted in the Convention Center without prior written approval by the Convention Center management. Please contact your Event Manager if this is a component of your program.

BRANDING AND MARKETING

The Convention Center offers a variety of ways to advertise your event throughout the facility. For more information on digital and branding signage such as clings, entrance units, floor decals and prohibited items, please refer to the Convention Center Branded Signage Guide, or contact your Event Manager for digital and branding information.

CORE LOCKS

Center Security handles core locks for the Convention Center. All VIP suites on the Concourse Level are accessible by using a card key system. For rooms to be core locked, additional charges apply.

DÉCOR AND DESIGN

All candles used as table top décor must be enclosed in glass or metal containers three inches above the flame. Live Christmas trees are not permitted unless with a root ball at the base. The Convention Center does not allow helium balloons or tanks in the building. If balloons are released in the building, there will be a cleaning/retrieval fee charged back to the client. Use of adhesive back materials on any surface area of the Convention Center is prohibited unless approved in advance by your Event Manager.

EQUIPMENT INVENTORY & PERSONNEL

The Convention Center team can offer the following equipment (based on available inventory) and personnel at the time of your event (applicable rates will be applied):

EQUIPMENT

- LINENLESS (6'X30") TABLES
- LINENLESS (6'X18") OR (8' X 18") TABLES
- CLOTHED OR WITHOUT CLOTH ROUND (66" OR 72")
- DANCE FLOOR SECTIONS



PRODUCTION ELECTRIC SERVICES (NON-TRADE SHOW ELECTRIC)

- 20-AMP DROP CORD
- 30-AMP, 208-VOLT SINGLE PHASE MOTOR CONNECTION
- 60-AMP, 208-VOLT SINGLE PHASE
- 100-AMP, 208-VOLT SINGLE PHASE
- 200-AMP, 208-VOLT SINGLE PHASE
- 400-AMP, 208-VOLT SINGLE PHASE
- 100-AMP, 208-VOLT THREE PHASE
- 200-AMP, 208-VOLT THREE PHASE
- 400-AMP, 208-VOLT THREE PHASE

PERSONNEL

- LOADING DOCK STAFF (FREIGHT ELEVATOR OPERATOR, LOADING DOCK PERSONNEL)
- EVENT STAFF (BADGE CHECKER, TICKET TAKER, USHER, COAT CHECK PERSONNEL)
- SECURITY (SECURITY OFFICER, SECURITY SUPERVISOR, POLICE OFFICER, POLICE TRAFFIC OFFICER, POLICE SUPERVISOR)

ROOM CHANGEOVER

You receive a one-time room set; fees will apply for any room changeovers and are based on the size of the meeting room. Room changeovers to accommodate catered meal functions will not incur a charge.

EXCLUSIVE SERVICES AND EVENT RELATED EXPENSES

North Carolina is a right-to-work state. For those services that are not exclusive to the Convention Center, you may use your own preferred vendor (i.e. decorator, audio visual, floral, office equipment, furniture) for special needs within your setup and execution of the event.

AUDIO VISUAL

The Convention Center has an in-house preferred audio-visual provider: ENCORE. Offering equipment and rental services, ENCORE’s dedicated on-site team seamlessly integrates with all property departments to provide an efficient event planning experience. These A/V pros will work with you to make sure your tradeshow, meeting or event has quality sound, expert recordings and impressive lighting using the best technology available. If you elect to use an outside provider, patch fees will [apply](#).



CATERING

The Convention Center is committed to the success of your event. Our full-service, exclusive, in-house Food and Beverage department offers a variety of tantalizing menu options including everything from a simple coffee break for 10 people to an elegant dinner for up to 10,000 people. Our experienced catering managers and chefs offer a wide selection of menu options that work best for the size and event type you are planning. Catering Managers will customize [menus](#) to meet any special needs or budgets. The catering staff is dedicated to providing your attendees with a memorable dining experience.

EVENT STAFF AND SECURITY

Show Pros Entertainment Services is the exclusive provider of event staffing/event related security in the Convention Center and is charged to the licensee at prevailing rates. Three (3) security guards are required for the loading docks during production and decorator move-in/move-out and one (1) security guard is required at the entrance to the Exhibit

Hall Floor during move-in/move-out and event hours. ShowPros provides overnight security in the event this is a need. You are not responsible for general building security. In the event an off-duty armed police officer is required for your event, the Convention Center will schedule this through the Charlotte-Mecklenburg Police Department.

FIRST AID

Licensed first aid technicians/EMTs are on staff for all public events at the Convention Center. One EMT is required for all Exhibit Hall events and events with an attendance of 2,000 or more. Atrium Health is the exclusive provider and charges will apply for their services.



INTERNET SERVICES

The Convention Center partners exclusively with Smart City, America’s leading provider of event technology services, to provide visitors with high-speed Internet (Wi-Fi and Ethernet), phone services and more. In addition to complimentary Wi-Fi access throughout the building’s public areas, attendees can enjoy total wireless connectivity in all 154,000 square feet of meeting rooms and ballrooms at 1 Mbps upload/download with a high density (HD) wireless platform for maximum coverage and capacity. Charges [apply](#) for hard lines, service levels beyond 1 Mbps, buyouts and any services offered on the Exhibit Hall level.

RIGGING

In order to provide our client the best possible experience and safety, all rigging services are provided by ENCORE. If you plan to utilize rigging for our event, we encourage you to let your Event Manager know in order to maximize event planning efficiency.



UTILITIES

The Convention Center is the exclusive in-house provider of all [utilities](#) (electrical, water, & compressed air) in the building. Our staff of electricians and plumbers fulfill all utility orders including those of your exhibitors.

HAZARDOUS WASTE

If an event intends for hazardous materials as part of its planning or production, communication with your Event Manager is required 90 days prior to your event. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or bio-hazardous including but not limited to ink, paint, petroleum-based and certain medical supplies. You and your exhibitor will be responsible to handle, transport, remove and dispose of all hazardous material in a safe, proper and lawful manner.

NOISE GUIDELINES

The Convention Center has a responsibility to ensure the quiet enjoyment of the facility for all attendees. Live entertainment, musical presentations, DJ performances and other loud activities should be approved by your Event Manager during the planning process. The Convention Center retains the right to regulate the volume of any audio signals that interfere with other events co-occurring in the Convention Center.

PETS AND ANIMALS

Pets and animals are not permitted in the Convention Center. Approved animals are Seeing Eye dogs, service animals used for assistance by the disabled and animals used as part of a Convention Center-approved exhibit or activity. Approved animals in the Convention Center must be on a leash, within a crate or under similar control. You assume full responsibility for any approved animal in the Convention Center.

PYRO AND FOG

To ensure the safety for all attendees and Convention Center staff members, the use of pyrotechnics shall not be used unless a proper permit has been obtained from the Charlotte Fire Department and the operator has a permit from the state of North Carolina. Fog machines are required to be water based and tested by a Convention Center building engineer. Please alert your Event Manager if pyrotechnics or fog machines will be part of your event.

REGISTRATION

Registration staff can be provided by your hired outside vendor or volunteers. Your Event Manager can deliver a list of local registration staff vendors if needed. Registration staff are not to take the place of exclusive services provided by Show Pros Event Staff & Security.



SHIPPING AND HANDLING

The Convention Center will not accept packages on your behalf. Package acceptance is provided by our in-house [UPS Store](#), which can also accommodate printing and copying needs, freight packing and shipping, luggage boxes, postal and mailbox services, general office supplies, notary services, passport photos and printed meeting supplies. Convenient and fast, the store welcomes walk-ins as well as advance orders, which can save your attendees time and money.

SMOKING POLICY

The Convention Center is a smoke-free facility; this includes all loading docks, stairwells, back-of-house areas and grounds. Prohibited items include vapor cigarettes, electronic cigarettes and smokeless tobacco.

TICKETED AND PUBLIC CONSUMER EVENTS

The Convention Center shall be the exclusive provider for all tickets sold for public and consumer events. Tickets may be sold through the Convention Center’s preferred ticket system provider, Ticketmaster, or through other vendors when approved by Convention Center management in advance. All ticketing systems used must have the capability to pull system-generated reports including audits, ticket counts (including complimentary tickets) and additional reporting used for forecasting at any time as requested by your Event Manager. If you are providing your own tickets, they must be printed by a bonded ticket printer. All tickets provided must include a certified manifest, given to the Convention Center’s box office manager at a date determined by Convention Center management. One police officer and one box office supervisor must be present during all box office hours at the applicable rate due to cash handling procedures.



EXHIBIT HALL LEVEL DETAILS AND INFORMATION

AIR CONDITIONING AND HEATING

The Convention Center is dedicated to being environmentally friendly. In our efforts to preserve the environment, air conditioning and heating is provided 1 hour before the show begins during event days. Air conditioning and heat are not provided during move-in/move-out days.

COOKING IN CONCESSION STANDS

The Convention Center can provide access to concession stands on the Exhibit Hall level for food preparation and cooking shows. Groups may provide their own small service wares, at no additional fee, for foods prepared at the concession stands. Additional charges will apply for the use of the area and for one attendant per stand during the hours that the concession stand is in use. The Convention Center can also provide grease bins at the prevailing rate. Please contact your Catering Manager for pricing information and current food safety regulations.

DOOR DIMENSIONS

There is direct drive-in access into each hall for trucks.

ACCESS	HALL	WIDTH (IN FEET)	HEIGHT (IN FEET)
GATE 1	B	12'	16'
GATE 2	A	26'	16'
GATE 3	A	13'	16'
GATE 4	A	13'4"	16'
GATE 5	A	28'	16'
GATE 6	B	23'	16'
GATE 7	C	26'	16'
GATE 8	C	26'	16'
ELEPHANT DOOR	B	26'	29'

EXHIBIT HALL DETAILS - HALLS A, B, C

280,000 square feet of contiguous exhibit space is divisible into Hall A (100,000 square feet), Hall B (100,000 square feet), Hall C1 (40,000 square feet) and Hall C2 (40,000 square feet), or Hall C combined (80,000 square feet). All exhibit halls have dark-troweled concrete floors and a public address system with overhead speakers for paging from designated public address stations.

ELEVATORS

Four freight elevators serve all levels. An additional freight elevator, large enough to accommodate an automobile, serves both the ballrooms and exhibit level. Elevator #1 is located at the corner of MLK and Brevard Street and has a weight load not to exceed 13,000 lbs. The large Crown Ballroom elevator has a weight not to exceed 10,000 lbs.

LIGHTING

There are 471-watt LED High Bay Fixtures at 30' above floor. All fixtures are dimmable and individually addressable on/off, with color temperature of 4000°K. Nominal lighting level of 42.5-foot candles.

UTILITIES

Three 120-volt, single-phase, 20-amp duplex outlets and one 208/120-volt, three-phase, 60-amp outlet provided through flush mounted floor boxes located on 30' centers. Waste water drain and data and telephone services are available. Provided at column locations (90' center): One 480/277-volt, three phase, 100-amp outlet, portable cold water and compressed air with the capability to pull through the underfloor conduit system to any floor box is provided. In addition, 480/277-volt, three-phase, four-wire service and 208/120-volt, three-phase, and four-wire service are available from plug-in bus ducts located in the roof structure.

VIP SUITES

Each licensed exhibit hall includes a VIP Suite. These suites are located on the Concourse Level, and overlook the exhibit hall. Some furniture is provided in the suites with access to additional furniture upon request.

HALL C GENERAL ASSEMBLIES

Hall C can convert into a general assembly hall to accommodate up to 5,000 people with a portable stage of 40'D x 56'W. There is a 180' x 150' column clear-span area for greater visibility in general assembly setup along with an upgraded, permanently installed sound reinforcement system with appropriate controls and microphone jacks for general assembly use.

EXHIBIT HALL LEVEL EQUIPMENT AND PRICING

The Convention Center will make available to you a variety of equipment, within the limits of its available inventory. Your Event Manager can discuss with you the specific equipment needed for your event. Additional costs will apply for the use of the Convention Center's black plastic chairs, risers, tables or other Convention Center equipment in the exhibit halls. All Convention Center equipment will be set up and operated by authorized building personnel only. You may outsource rentals to a decorator contractor with no surcharge from the Convention Center. Exhibit Hall is to be returned in the same condition in which it was provided to the client. Contact your Event Manager for truck marshalling yard options.

FOOD SHOW/FOOD AND BEVERAGE SAMPLING INFORMATION

Customers are permitted to distribute food and beverage samples as long as samples sizes do not exceed four (4) ounces for beverages and bite size for food items. All samples must be approved in writing in advance by the Food and Beverage Director. Groups may park a refrigerator trailer(s) in our covered dock area. Prevailing rates will apply for this service. Please discuss further with your Event Manager if this pertains to your event. All alcohol sampling requires advance written approval from the Convention Center Food and Beverage Director. If approved, all below shall apply:

- Customer shall verify all exhibitors serving alcoholic samples possess all applicable and valid licenses and permits required by law to serve alcohol. Customer shall not allow exhibitors who do not possess all applicable and valid licenses and permits required by law to serve alcohol during customer's event.
- Alcoholic sampling shall occur only in designated exhibitor booth space.
- Exhibitors shall not charge a fee to sample alcohol.
- Spirituos samples shall not exceed 0.25 ounces per sample. Exhibitors shall not dispense more than 1 ounce, total, per attendee.
- Beer and wine samples shall not exceed more than 2 ounces, total, per attendee.
- Customer shall require that at least one representative from each exhibitor who distributes alcohol samples has received Training for Intervention Procedures (TIP) training prior to the License Period. Customer shall not allow exhibitors who do not have at least one representative with TIP training to distribute alcohol samples.

LOADING DOCK INFORMATION

There are 19 fully covered loading docks (minimum of one load leveler per hall). Docks are assigned by your Event Manager closer to the time of the event based off of the overall needs of the building.

SHOW FLOOR OFFICES

Each exhibit hall has a corresponding show office on the Exhibit Hall level.

STORAGE

Limited empty crate storage will be provided and confined to those areas authorized by building management. No empty crate storage will be allowed in any area(s) of exhibition halls, meeting room(s), concourse area(s), carpeted areas, etc. Due to limited space, onsite storage requires prior approval by your Event Manager.

TRASH DISPOSAL

The Convention Center manages janitorial service in public spaces, open spaces and restrooms during your event, plus one thorough cleaning of the same areas once per day during non-show hours. Trash removal in excess of one 40 cubic yard container per hall event will incur additional charges. Any items left behind after the contracted time will be considered trash and disposed of. Recycling units are located at each column in exhibit hall.

VEHICLES ON DISPLAY IN THE EXHIBIT HALL

Vehicles inside the Convention Center are required to have plastic or Visqueen placed underneath the vehicle to avoid oil spills or tire marks. There should be no more than a quarter-tank of gas in the vehicle and the gas cap should be taped. The positive cable on the battery will need to be disconnected on all vehicles.

WEIGHT LOADS

The weight load for the Exhibit Hall level is 350 PSF live load.



MEETING ROOM LEVEL DETAILS AND INFORMATION

CROWN BALLROOM DETAILS

The Crown Ballroom is 40,000 square feet of contiguous space fully carpeted with a tiered ceiling height of 24’ perimeter/29’ center; the space is non-divisible with a built-in 30’ W x 60’ L x 32” H stage that allows for maximum use of the Ballroom’s 40,000 square feet.

- **Accommodations:** Seats 4,000 theater-style, 2,400 classroom-style, 2,400 banquet-style and 5,200 reception-style.
- **Stage:** Features include stairway/wheelchair lift access on both sides, a backdrop curtain and a side speaker-ready area with restroom. Through use of in-house preferred A/V provider permanent 50’ truss for stage lighting and permanent flow (20,000 lumens) projectors with 15’ L x 26.5’ W screens on each side of stage.
- **Ceiling/Lighting:** Designed to carry point loads for heavy sound and light equipment required for large general session or banquet production sets, based on approved rigging plan. Dimmable PAR lights provide 75 percent lighting. Metal halides provide additional lighting.
- **Utilities:** 400-amp, 208-volt, three-phase and a 100-amp, 208-volt three-phase are at the rear of the stage; 100-amp, 208-volt, three-phase are in front of the stage, on each backside of stage, one on the floor and one on each wall of the room. There are six recessed floor boxes with three 120-volt receptacles in each.

CROWN BALLROOM PRE-FUNCTION DETAILS

The Crown Ballroom pre-function area adds 11,600 square feet, serving as a separate entrance lobby for the Ballroom and an area for events in conjunction with the Crown Ballroom. The space is accessible from the Caldwell Street entrance of the NASCAR Hall of Fame parking garage as well as the Convention Center overstreet walkway.

- **Accommodations:** 700 reception-style
- **Lighting:** 42-watt energy efficient non-dimmable.
- **Utilities:** Two 100-amp, 208-volt three-phase, and eight 120 volt 20 amp circuits on the Ballroom side of the space; two 100-amp, 208-volt, three-phase on the opposite wall (convertible to 120 as needed). Four recessed floor boxes with three 120-volt receptacles in each. Eight 120 volt 20 amps.





MEETING ROOM LEVEL DETAILS

The Meeting Room level includes the East and West Meeting Rooms, the Richardson Ballroom and Crown Ballroom. Each room is fully carpeted and ceiling heights range from 9’ to 30’.

- **Lighting:** All meeting room lighting features dimmable LED fixtures. Additionally, programmable zones allow for flexibility in enhancing the audio-visual presentation experience.
- **Utilities:** 120-volt, single-phase, 20-amp outlets strategically located on perimeter walls in each room division. 208/120-volt, 100-amp, three-phase outlet accessible in back-of-house corridors for each meeting room with more than 1,000 square feet of space.
- **Communications:** Telephone and internet services are available.

RICHARDSON BALLROOM DETAILS

The Richardson Ballroom is 35,000 square feet and fully carpeted with a ceiling height of 30’. The area can be divided, as needed, into four separate rooms.

- **Accommodations:** Seats 3,500 theater-style, 1,500 banquet-style or 1,748 classroom-style.
- **Ceiling:** The structure is designed to carry point loads of heavy sound and light equipment required for events, based on approved rigging plan.
- **Utilities:** Two 400-amp, three-phase services; eight 100-amp, three phase services; three 60-amp, three-phase services; and 120-volt, 20-amp service every 30 feet along the outer walls. Their locations are: One 400-amp and one 100-amp service in back hallways by C/D ballroom air wall pocket. One 400-amp and one 100-amp service are located at the A/D ballroom air wall pocket. Four 100-amp service in center of ballroom from floorpits. One 100-amp in floor pit of B ballroom located in corner of room. One 100-amp from ballroom C electrical room. One 60-amp from A ballroom electrical room. Two 60-amp services feed from service hallway by D ballroom.

RICHARDSON BALLROOM, PRE-FUNCTION & TERRACE DETAILS

The Richardson Ballroom pre-function area adds 15,000 square feet. This area serves as a separate entrance lobby for the ballroom and an area for meeting registration, receptions and other activities taking place in conjunction with ballroom events. Lighting in this area is also dimmable and 120-volt, single-phase, 20-amp service duplex outlets are provided at strategic locations in walls for registration, coffee breaks, etc.

A 17,800-square-foot Ballroom Terrace located adjacent to the pre-function area of the Richardson Ballroom is available for outdoor receptions, social gatherings and pre-function activities.

- **Lighting:** Incandescent lights provide levels up to 10-foot candles with additional flood lights for move-in/move-out.
- **Utilities:** Two 208/120-volt, three-phase, 100-amp power outlets for special events.

DANCING AND HIGH IMPACT MOVEMENT RESTRICTIONS

Due to building structure specifications, the Convention Center cannot allow dancing in unison, high-intensity dancing, aerobics or similar activities in the Richardson Ballroom and surrounding meeting rooms.

FLOOR PROTECTION

When moving items to the Crown and Richardson Ballrooms, it’s required to have Visqueen placed on the carpeted areas from the elevator to the point of delivery. Additionally, when loading freight onto the Concourse Level, carpet is required to protect the slate floor from damage.

GREEN ROOM

The Richardson Ballroom has a 10’ x 8’ room attached with a restroom and area for attendees to prepare for their speech or performance. The Crown Ballroom has an open room backstage that can serve as a green room. If additional space is needed, there is an alternate green room available in close proximity to the Crown that can be rented through NASCAR Media Group.



FOOD AND BEVERAGE

ALCOHOL POLICIES

The sale and service of all alcohol in the Convention Center and the NASCAR Hall of Fame is regulated by the North Carolina Alcoholic Beverage Control (ABC) Commission. It is our responsibility to administer and abide by the following rules:

- All alcoholic beverages must be dispensed by Convention Center employees.
- All attendees must be able to produce valid picture identification upon request in accordance with North Carolina ABC laws.
- Convention Center staff reserves the right to refuse service to any patron for any reason.
- No beer, wine or alcohol may be brought into the Convention Center or the NASCAR Hall of Fame by any person or outside service without prior approval from Food & Beverage Director.
- The Convention Center may require a uniformed security guard at all functions where alcohol is being served (refer to event regulations for additional information).

BARTENDERS

A bartender is required on all host and cash bars. As a general rule, one bartender per 75-100 attendees is recommended. There is a three-hour minimum for each bartender and the fee would be the prevailing rate, plus the prevailing rate for each additional hour of service needed.

BOOTH ORDER FORMS

For vendors wanting to purchase catering for their booth (including coffee, alcohol or bottled waters), please contact your Catering Manager to obtain the form for your exhibitor kit.

CATERING EXCLUSIVITY

The Convention Center’s in-house catering department shall be the exclusive provider of food and beverage service in the facility and shall retain all revenues derived therefrom. Food and beverage service includes, but is not limited to, the sale of food and beverages (alcoholic or non-alcoholic). Any outside vendors, special giveaways or samples must be approved in writing by the catering department.

DEPOSITS

All catered functions require a 50% deposit based on the estimated catering cost. This deposit is required at the time of booking or other appropriate date as determined by your Catering Sales Manager. The remaining balance is due with your final guarantee three to five business days prior to your first food function date or other appropriate date as determined by your Catering Sales Manager. In an effort to conserve resources and reduce waste, we set rooms and prepare meals only for the actual number guaranteed.

FOOD ALLERGIES

Please contact your Catering Sales Manager in advance with any dietary requests. We do not operate as an allergen-free kitchen. Dishes made on-site are prepared on shared equipment and may come in contact with other products containing gluten or other noted allergens.

FOOD CARTS & CONCESSIONS

The Convention Center offers a wide range of points of sales for concessions. Concession stands are located in the exhibit halls and carts can be made available for special events. Mobile concessions include companies such as Bojangles, Cinnaholic, What’s Water Ice, Gnam Gnam, Dippin Dots and in-house catered options. We can work with your program for group specific pricing and mobile offerings. Use of concessions are not required for groups that utilize the exhibit halls. All permanent concession stand areas in the exhibit halls must have a minimum 30’ x 25’ clearance at all times.

FOOD WASTE

- The Convention Center has its own food compost room located in the loading dock area. The Convention Center partners with local company Earth Farms Organics to collect compost, twice weekly.
- The team works with Second Harvest Food Bank of Metrolina and “Stew of Sustainability” to repackage, freeze and donate any untouched leftover food.
- The CRVA, across all venues, averages approximately 10 tons of food and food prep to the Compost program annually. Convention Center composts all organic and disposable materials collected back of house, reducing unnecessary landfill usage.
- Since 2018, the culinary team has processed for donation 40,000 lbs. of food (1 lb. equated to 1 meal/person) to Stew of Sustainability.
- 75% of Convention Center food waste is diverted from landfills and combustion facilities.

TAX EXEMPTION

All group organizations filing a non-tax status must pay all sales tax at the time of billing. Please apply to the North Carolina Department of Revenue for reimbursement. The letter of application must include:

- A copy of the Group Charter
- A “letter of determination” from the federal government concerning the group classification as a not-for-profit organization
- Copies of receipts showing sales tax paid

The letter and the aforementioned items should be sent to:
Sales & Use Tax Division NC Department of Revenue
P.O. Box 25000 | Raleigh, NC | 27640 Phone: 919.733.7983

The Mecklenburg County Tax Office will follow the state’s lead in ruling on a refund of Mecklenburg County Prepared Food and Beverage Tax. If the state’s ruling is positive, send the same information, along with a copy of the state’s ruling to:

City-County Tax Office Mecklenburg County
P.O. Box 32728 | Charlotte, NC | 28232 Phone: 704.336.6899

TAX AND SERVICE

All catered functions are subject to 22% service charge and applicable taxes.

ENERGY CONSERVATION

- Exhibit Hall lighting features 471-watt LED High Bay fixtures, reducing energy usage by 53% over previous fixtures while also increasing lighting levels and flexibility. All meeting rooms and the Richardston Ballroom have been converted to LED lighting.
- Our team has partnered with Johnson Controls on efficient management of the heating and cooling system and operation of lights based on the activity in the building. During move-in and move-out to Exhibit Halls, lights run at 50%, and no HVAC is utilized.
- Glass in the facility is classified as low ‘E’ — energy friendly — and controls UV light flow into the Convention Center.
- New Exhibit Hall chairs are [GREENGUARD Certified](#), meaning that the materials used to make them have low chemical emissions, improving air quality.
- We have upgraded our central plant, replacing the building’s original HVAC chillers, boilers and cooling towers as part of our expansion project with new, energy efficient flexible unit allowing for enhanced energy-saving operation.



SUSTAINABILITY EFFORTS, GREEN INITIATIVES AND RECYCLING

The Convention Center has earned LEED Operations and Maintenance (O+M) Gold certification by the U.S. Green Building Council, one of the highest designations in the sustainability industry. We were recognized for several best practices, including food composting and food service donations, as well as analysis of green building performance data to maintain and enhance operations.

RECYCLING / WASTE MINIMIZATION

- The Charlotte Convention Center offers clear beverage cups that are made from a biodegradable corn material (PLA), and biodegradable coffee cups from a leading green company.
- We recycle aluminum, batteries, cardboard, glass, lightbulbs, paper, pallets, plastic and toner cartridges.
- All cooking oil is recycled and repurposed.
- Bulk beverages are also available for most events including soda, iced tea, coffee and water.
- We set rooms and prepare meals only for the actual number guaranteed, no overages.

WATER CONSERVATION

- Auto flushers and water faucet aerators are installed throughout the facility to contribute to water conservation.
- Inventory finished-top linen-less tables for classroom sets and 30” wide table needs; there is also 100% aluminum for F&B breaks. Less linens to launder result in reduced water usage.
- Our maintenance landscaping is conducive to less water usage.
- We have upgraded our HVAC cooling towers’ make-up water provision capabilities, allowing us to use treated groundwater from underground springs beneath the Center, resulting in savings of around 100,000 gallons of City water per month.

ENVIRONMENTAL PURCHASING

- Our Catering menus offer organic and locally grown produce from North and South Carolina farms, as well as local and regional beer and wine.
- 95% percent of cleaning supplies are environmentally safe and biodegradable.
- Microfiber cleaning materials are used and Hepa filters are in all vacuum cleaners.
- Soap dispensers use green certified soap, which requires less water to rinse.
- For food and beverage events, we use 65% post-consumer recycled paper napkins or cloth napkins whenever possible.



THE QUEEN CITY EXPERIENCE

Every minute in Charlotte is one meant for exploring. Whether you're in the mood to catch a live show, kick back with a cocktail or take a culture break, the Queen City's convention district offers entertainment all day, every day. There are more than 50 restaurants in walking distance from the Convention Center, with hundreds accessible via the Light Rail.

For more restaurant and bar options in the Queen City, check out:

charlottesgotalot.com/eat-drink

For general citywide information, things to do, places to see and fun adventures, visit:

charlottesgotalot.com

For unique and memorable offsite venues throughout the area, please visit:

charlottemeetings.com/venues



APPENDIX 1

CHARLOTTE CONVENTION CENTER FLOORPLAN

STREET LEVEL



EXHIBIT LEVEL

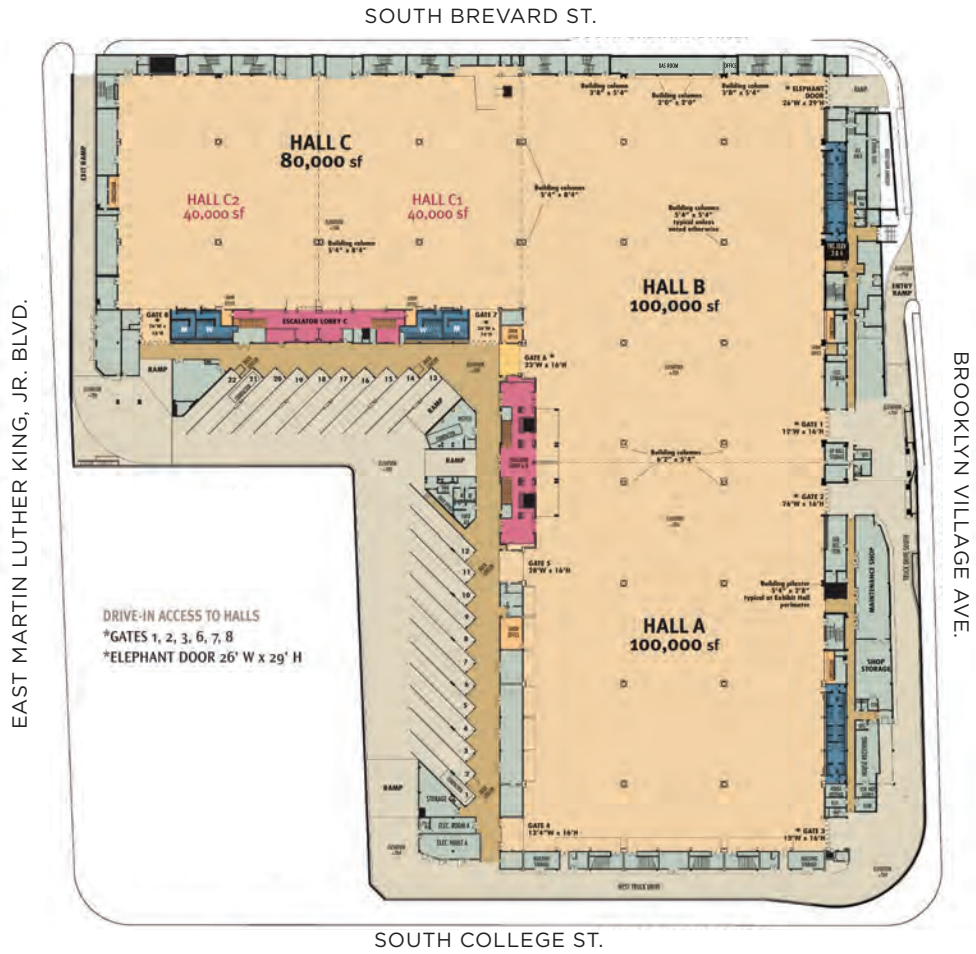
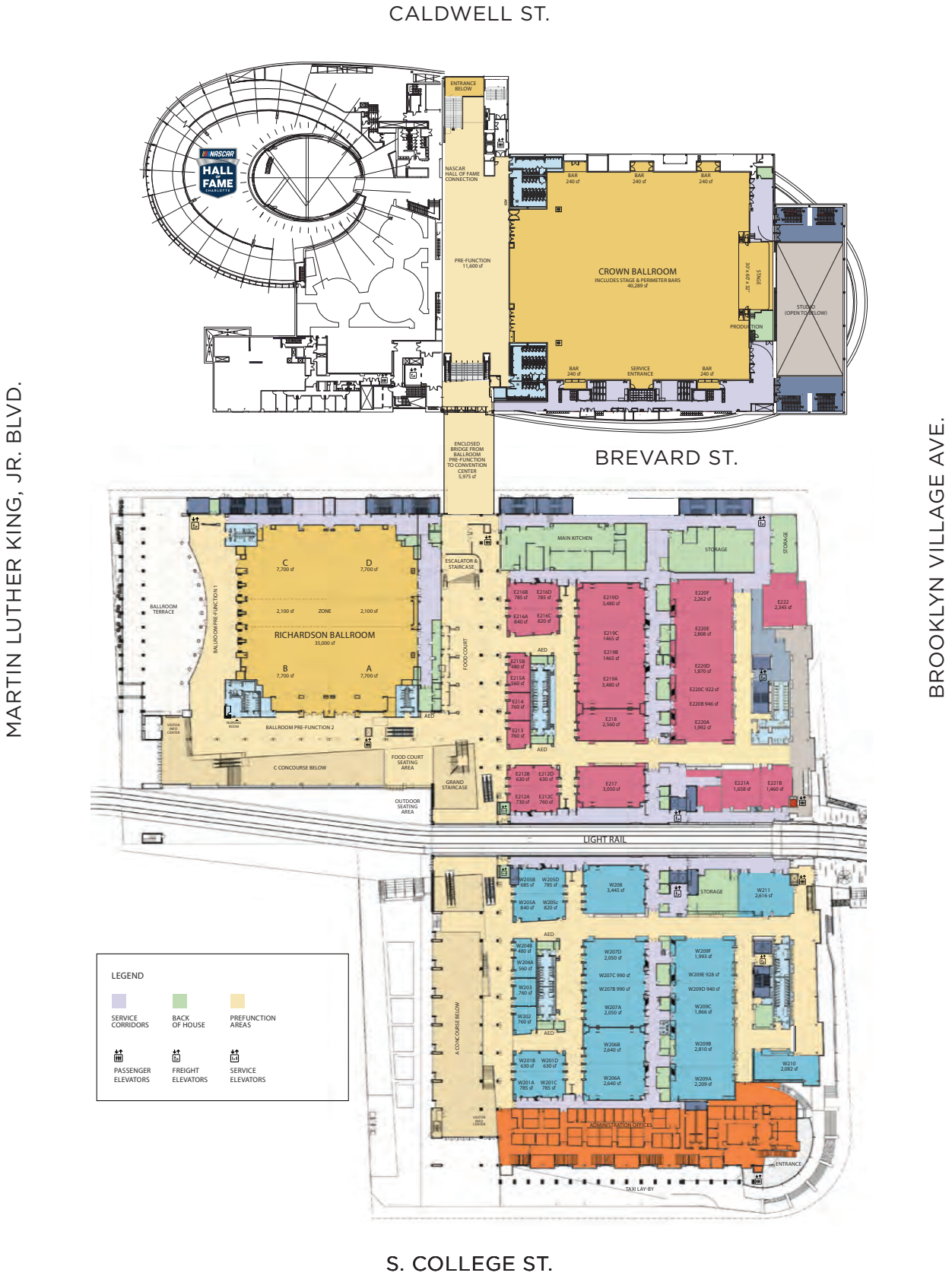


EXHIBIT HALL	SQUARE FEET	CEILING	THEATRE	BANQUET	RECEPTION	CLASSROOM	BOOTH 10x10
Exhibit Hall A, B & C	280,000	30'	N/A	N/A	N/A	N/A	1,250
Hall A	100,000	30'	N/A	4,000	N/A	N/A	450
Hall B	100,000	30'	N/A	4,000	N/A	N/A	450
Hall A & B	200,000	30'	N/A	8,000	N/A	N/A	900
Hall B & C	180,000	30'	N/A	6,800	N/A	N/A	800
Hall C	80,000	30'	4,500	2,800	4,000	3,800	350
Hall C1	40,000	30'	2,000	1,400	2,400	1,900	175
Hall C2	40,000	30'	2,000	1,400	2,400	1,900	175

MEETING LEVEL

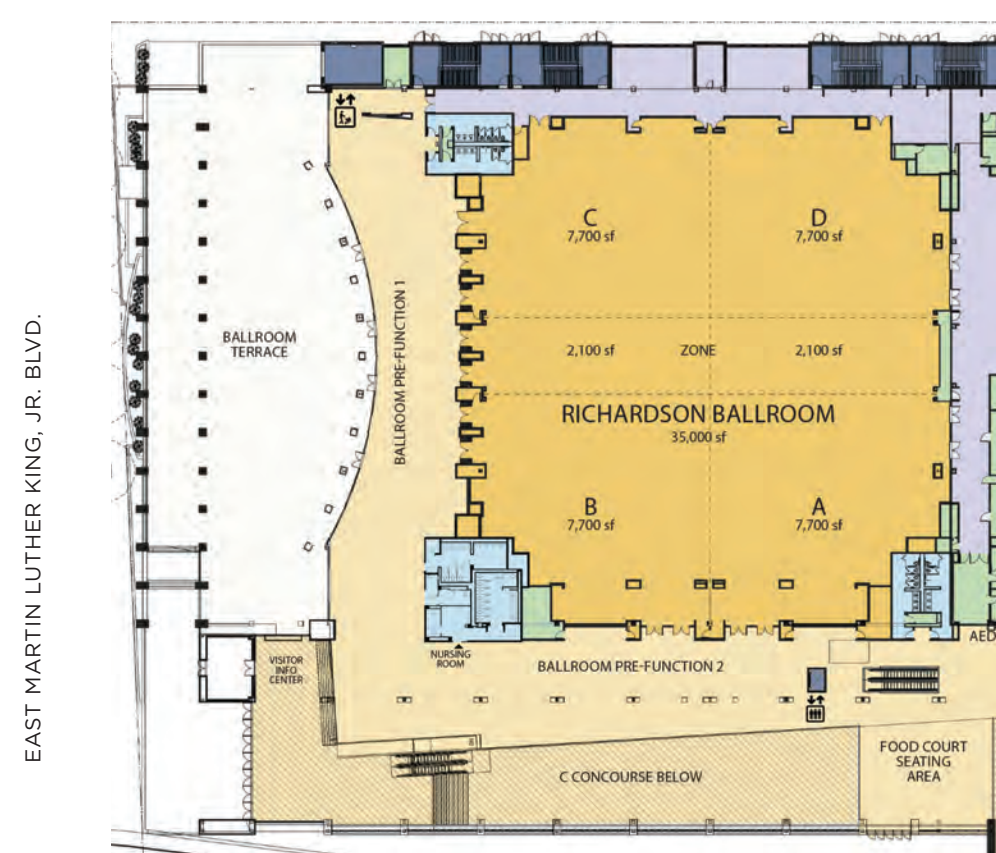


CROWN BALLROOM



CROWN BALLROOM	SQ. FT.	CEILING	THEATRE	BANQUET	RECEPTION	CLASSROOM
Crown Ballroom	40,000	Tray 24' to 29'	4,000	2,400	5,200	2,400
Ballroom Pre-function	11,600	—	n/a	n/a	800	n/a

RICHARDSON BALLROOM



RICHARDSON BALLROOM	SQ. FT.	CEILING	THEATRE	BANQUET	RECEPTION	CLASSROOM
Division A, B, C & D	35,000	30'	3,500	1,500	3,500	1,748
Division A & B w/ zone	19,600	30'	1,800	1,000	2,000	980
Division A & B w/o zone	15,400	30'	1,300	680	1,500	700
Division C & D w/ zone	19,600	30'	1,800	1,000	2,000	980
Division C & D w/o zone	15,400	30'	1,300	696	1,500	700
Division A & D	17,500	30'	1,600	808	1,750	852
Division B & C	17,500	30'	1,600	824	1,750	852
Division A w/ zone	9,800	30'	900	488	975	504
Division A w/o zone	7,700	30'	600	328	770	380
Division B w/ zone	9,800	30'	900	488	975	504
Division B w/o zone	7,700	30'	600	328	770	380
Division C w/ zone	9,800	30'	1,000	488	975	504
Division C w/o zone	7,700	30'	632	328	770	380
Division D w/ zone	9,800	30'	1,000	440	975	504
Ballroom Pre-Function	15,000	30'	n/a	n/a	1,400	n/a
Ballroom Terrace	17,800	30'	n/a	n/a	900	n/a

EAST MEETING WING



EAST MEETING WING

EAST MEETING ROOMS	SQ. FT.	CEILING	THEATRE	BANQUET	RECEPTION	CLASSROOM
E212A	730	14'	65	24	72	36
E212B	630	14'	55	24	63	27
E212C	760	14'	50	24	75	36
E212D	630	14'	55	24	63	27
E212AB	1,360	14'	100	64	136	63
E212CD	1,390	14'	140	64	139	63
E212ABCD	2,750	14'	300	128	274	126
E213	760	12'	50	32	55	36
E214	760	12'	50	32	55	36
E215A	560	12'	40	16	40	24
E215B	480	12'	40	16	40	20
E215AB	1,040	12'	70	48	80	50
E216A	840	14'	70	24	84	40
E216B	785	14'	65	24	78	36
E216C	820	14'	70	24	81	36
E216D	785	14'	65	24	78	36
E216AB	1,625	14'	140	64	162	80
E216CD	1,605	14'	135	64	160	72
E216ABCD	3,230	14'	330	128	322	144
E217	3,050	16'	300	144	305	156
E218	2,560	16'	210	96	256	72
E219A	3,480	18'	420	144	348	160
E219BC	2,930	18'	350	144	292	160
E219D	3,480	18'	420	144	348	160
E219AB	4,940	18'	530	240	461	240
E219CD	4,940	18'	530	240	461	240
E219ABC	6,410	18'	750	336	640	305
E219BCD	6,410	18'	750	336	640	305
E219ABCD	9,890	18'	1,100	500	988	460
E220A	1950	16'6"	168	80	195	90
E220BC	1856	16'6"	168	80	185	90
E220D	1858	16'6"	168	80	185	90
E220E	2803	16'6"	243	120	280	150
E220F	2251	16'6"	216	80	225	120
E220AB	2890	16'6"	294	120	289	176
E220ABC	3806	16'6"	392	200	380	264
E220ABCD	5664	16'6"	588	280	566	384
E220ABCDE	8467	16'6"	840	480	846	600
E220ABCDEF	10718	16'6"	1,200	600	1,071	672
E220BCD	3714	16'6"	392	200	371	264
E220BCDE	6517	16'6"	702	360	651	456
E220BCDEF	8768	16'6"	868	480	876	624
E220CD	2773	16'6"	308	120	277	176
E220CDE	5576	16'6"	616	280	557	384
E220CDEF	7827	16'6"	868	440	782	552
E220DE	4660	16'6"	518	240	466	336
E220DEF	6911	16'6"	784	360	691	480
E220EF	5054	16'6"	504	240	505	336
E221AB	3118	18'6"	248	144	311	162
E221A	1682	18'6"	162	72	168	84
E221B	1436	18'6"	117	48	143	63
E222	2406	18'6"	201	112	240	123

WEST MEETING WING



SOUTH COLLEGE ST.

BROOKLYN VILLAGE AVE.

WEST MEETING WING

WEST MEETING ROOMS	SQ. FT.	CEILING	THEATRE	BANQUET	RECEPTION	CLASSROOM
W201A	785	14'	65	24	78	36
W201B	630	14'	55	24	63	27
W201C	785	14'	65	24	78	36
W201D	630	14'	55	24	63	27
W201AB	1,415	14'	130	64	141	63
W201CD	1,415	14'	130	64	141	63
W201ABCD	2,830	14'	300	128	283	130
W202	760	12'	50	32	55	36
W203	760	12'	50	32	55	36
W204A	560	12'	40	16	40	24
W204B	480	12'	40	16	40	20
W204AB	1,036	12'	70	48	80	50
W205A	840	14'	70	24	84	40
W205B	685	14'	65	24	78	36
W205C	820	14'	70	24	82	36
W205D	785	14'	65	24	78	36
W205AB	1,625	14'	140	64	162	80
W205CD	1,605	14'	135	64	160	72
W205ABCD	3,230	14'	330	120	322	144
W206A	2,640	16'	250	104	264	108
W206B	2,640	16'	250	104	264	108
W206AB	5,280	16'	560	240	528	250
W207A	2,050	16'	200	80	205	98
W207BC	1,980	16'	170	80	198	94
W207D	2,050	16'	200	80	205	98
W207AB	3,040	16'	360	160	304	140
W207CD	3,040	16'	360	160	304	140
W207ABC	4,030	16'	500	200	403	190
W207BCD	4,030	16'	500	200	403	190
W207ABCD	6,080	16'	780	320	607	290
W208	3,445	16'	312	160	344	132
W209A	2,189	16'6"	209	80	218	120
W209B	2,802	16'6"	364	120	280	176
W209C	1,853	16'6"	196	80	185	90
W209DE	1,855	16'6"	196	80	185	90
W209F	1,946	16'6"	196	80	194	120
W209AB	4,991	16'6"	551	240	499	352
W209ABC	6,844	16'6"	756	360	684	484
W209ABCD	7,779	16'6"	854	400	777	528
W209ABCDE	8,700	16'6"	980	440	870	616
W209ABCDEF	10,645	16'6"	1,200	560	1,064	672
W209BC	4,655	16'6"	555	240	465	304
W209BCD	5,589	16'6"	672	280	558	396
W209BCDE	6,510	16'6"	756	360	651	484
W209BCDEF	8,456	16'6"	980	440	845	616
W209CD	2,787	16'6"	330	120	278	176
W209CDE	3,708	16'6"	392	200	370	264
W209CDEF	5,654	16'6"	616	280	565	396
W209DEF	3,801	16'6"	420	200	380	264
W209EF	2,867	16'6"	330	120	286	176
W210	1,913	18'6"	187	80	191	96
W211	2,462	18'6"	207	96	246	120

CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

 DATE(MM/DD/YYYY)
06/27/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER This section shows the producer of the insurance. Producer details are provided to the right.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME:</td> </tr> <tr> <td>PHONE (A/C. No. Ext):</td> <td>FAX (A/C. No.):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS:</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	CONTACT NAME:		PHONE (A/C. No. Ext):	FAX (A/C. No.):	E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE	NAIC #												
CONTACT NAME:																					
PHONE (A/C. No. Ext):	FAX (A/C. No.):																				
E-MAIL ADDRESS:																					
INSURER(S) AFFORDING COVERAGE	NAIC #																				
INSURED The Insured must match the "Customer" on the facility License Agreement.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>INSURER A:</td><td> </td></tr> <tr><td>INSURER B:</td><td> </td></tr> <tr><td>INSURER C:</td><td> </td></tr> <tr><td>INSURER D:</td><td> </td></tr> <tr><td>INSURER E:</td><td> </td></tr> <tr><td>INSURER F:</td><td> </td></tr> </table>	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:									
INSURER A:																					
INSURER B:																					
INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					

COVERAGES		CERTIFICATE NUMBER: 570062759491	REVISION NUMBER:					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
		Limits shown are as requested						
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC. OTHER:	X		CGL must list the CRVA as Additional Insured and is required for all events in CRVA venues.			EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/OP AGG	
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☒ Comp Ded \$500 ☒ Collision Ded \$500						COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
A	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION						EACH OCCURRENCE AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A		Workers Comp/Employers' Liability is required for all organizations with 3 or more employees, as required by law, but CRVA will not require proof of such coverage.			PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$100,000 E.L. DISEASE-EA EMPLOYEE \$100,000 E.L. DISEASE-POLICY LIMIT \$500,000
	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							

RE: This section should say: "Charlotte Regional Visitors Authority, its officers, employees, agents, and assigns are included as Additional Insured in accordance with the policy provisions of the General Liability policy and as required by written contract."

CERTIFICATE HOLDER
CANCELLATION

Charlotte Regional Visitors Authority Attn: Director of Convention Services 501 South College Street Charlotte NC 28202 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---