



# EVENT OWNER'S GUIDE

**EVENT OWNER GUIDE / RULES & REGULATIONS**  
**(Revised 7/22/14)**

**TABLE OF CONTENTS**

WELCOME.....	4	LIGHTING.....	166
FIRST CONTACT.....	5	LOADING DOCK.....	16
YOUR LIASON.....	5	LOSS & DAMAGE.....	17
LECONTE CENTER SPECIFICATIONS.....	5	LOST & FOUND.....	17
ADA ACCESS.....	7	MARQUEE / ELECTRONIC READER	
WEAPONS.....	7	BOARDS.....	17
FOOD / BEVERAGES / ALCOHOL.....	7	MEDICAL SERVICE (EMS) .....	17
ANIMALS.....	7	MOVE-IN / MOVE-OUT.....	18
ALTERATION of PREMISES.....	7	O S H A COMPLIANCE.....	18
ATM.....	8	OUTSIDE EXHIBITS.....	18
AIR CONDITIONING / HEATING.....	8	OUTSIDE SOLICITORS.....	18
AUDIOVISUAL SERVICES.....	8	P.O.V. DELIVERIES.....	18
BOX & CRATE STORAGE.....	8	PARKING.....	18
FACILITY LOGO / MARKS .....	8	Water .....	19
PRESS RELEASE / FLYERS.....	8	PUBLIC AREAS.....	19
BROADCAST & RECORDINGS RIGHTS...9		RIGGING.....	19
CAPACITIES.....	9	ROOM CHANGES.....	19
CARPETED AREAS.....	9	SALES TAX / BUSINESS LICENSE .....	19
FLOORING.....	9	SERVICE CONTRACTORS.....	20
CLEAN HALL to CLEAN HALL POLICY..10		SHUTTLES.....	20
CONTRACTOR REQUIREMENTS.....	10	SIGNS & BANNERS.....	20
DAMAGES & WALK-THROUGH.....	10	SMOKING .....	21
DECORATING AND SIGNS.....	11	SMOKE/FOG MACHINES.....	21
DETRIMENTAL CONDUCT.....	11	STAFFING.....	21
DOORWAYS.....	11	STORAGE OF EQUIPMENT.....	21
ELECTRICAL REQUIREMENTS.....	11	STORAGE OF EXHIBITOR & VENDOR	
EMERGENCY NUMBERS.....	12	CRATES AND PROPERTY.....	21
EQUIPMENT.....	12	TAPE.....	21
FLOOR PLANS FIRE MARSHAL		COMMUNICATIONS SERVICES.....	21
APPROVAL PROCESS.....	12	TICKET SALES.....	22
FREIGHT DELIVERIES.....	13	TRAILERS.....	22
FURNITURE.....	13	TRASH / DEBRIS.....	22
GRATUITIES.....	14	USE OF CENTER EQUIPMENT.....	22
HAZARDS/ HAZARDOUS MATERIALS		WATER DISPLAYS.....	22
DISPOSAL.....	14	WELDING.....	22
HOURS OF OPERATION.....	15	FIRE & LIFE SAFETY CODES.....	23
INSURANCE		FACILITY LIFE SAFETY.....	25
REQUIREMENTS.....	155	INDOOR DISPLAY OF VEHICLES .....	25
KEYS/ELECTRONIC ACCESS.....	16		

LeCONTE  
CENTER



AT PIGEON FORGE

AUTOMOBILE SHOW  
REQUIREMENTS.....27  
EXHIBITS INVOLVING COOKING & HEAT-  
PRODUCING DEVICES.....28  
USE OF PUBLIC CIRCULATION.....28  
USE OF PORTABLE BLEACHERS.....29  
WRITTEN AUTHORIZATION REQUIRED.....29  
FOOD AND BEVERAGE FACILITY  
POLICIES.....29  
FOOD SERVICE INDUSTRY TRADE  
SHOWS.....30  
APPLIANCE MARKETING.....30  
COOKING DEMONSTRATIONS OR COOK  
BOOK SALE.....31  
GIFT PACKAGED FOOD PRODUCTS.....31  
PREPARED FOOD SERVICES.....31  
FOOD SALES.....31  
VENDING SERVICES.....31  
BEVERAGE SPONSORSHIPS.....31  
SECURITY GUIDELINES.....31  
CONVENTION & VISITORS BUREAU  
SERVICES.....34  
NOTIFICATION: RULES & REGULATIONS  
REVISION.....34  
APPENDIX A.....35  
APPENDIX B.....38

# *WELCOME*

Welcome to Pigeon Forge “The Land of More” and the home of the LeConte Center at Pigeon Forge! Located next to Great Smoky Mountains National Park, America's most visited national park, Pigeon Forge offers incomparable beauty, scenic trails, mountain streams, historic exhibits, and more ways for your attendees to have fun. Pigeon Forge will treat you to a variety of lodging options, delicious dining, and entertainment choices; including attractions, theaters, great shopping, family activities, and outdoor recreation. Convenient transportation is available on the Pigeon Forge FunTime Trolley system that operates throughout the community, and even has a free shuttle from the LeConte Center parking area that brings you right to the front door.

To maintain life/safety standards and to operate a clean, organized, safe Center, we request that you carefully read and accept the rules and regulations in this guide. We trust the information regarding our policies, regulations, and rules presented in this EVENT OWNER GUIDE will assist you and your staff as you plan your Event.

By reference, the rules and regulations promulgated from time to time by the City of Pigeon Forge are incorporated in your License. These rules and regulations apply to Event management, service contractors, exhibitors, all participants and will be enforced during all License hours/dates. Should you have questions, a LeConte Center representative is available for assistance. The Event Manager assigned to your Event will be available to answer your or your service contractor questions. All policies, rules and regulations not expressly provided for herein, shall be decided upon by the LeConte Center Facility Manager.



#### ❖ *FIRST CONTACT WITH THE LECONTE CENTER*

Your initial contact with the LeConte Center is our Sales Manager. Your Event will be regarded as definite and confirmed following the execution of the License agreement and payment of your deposit. One of our Event Managers will then be assigned as your liaison.

#### ❖ *YOUR LIASON*

The Event Manager is your liaison with our staff from the initial coordination and planning process through the culmination of your Event. The Event Manager is responsible for coordinating the activities of your Event with the Facilities contractors, staff, and vendors.

Please submit all information regarding your event to the Event Manager. This information should include any printed materials for your event, such as Event programs etc. for review prior to publishing.

By receiving information as early as possible, our Event Manager can be of assistance to you in avoiding unnecessary charges, alert you to potential problems, and in turn, ensure the smooth operation of your Event. Please communicate with our Event Manager often and regularly during your planning process. On site pre-event meetings are a must at least thirty (30) days in advance of your Event!

#### ❖ *LECONTE CENTER & SPECIFICATIONS*

The LeConte Center licenses its facilities to large assembly events, competitive events, trade shows and special events. The Center's total square footage is over 232,000 and accommodates groups from 1,500 to 12,000.

##### LeConte Hall

- 100,500 square feet
- Operable wall opens to the Greenbrier Hall providing a total of 112,500 square feet
- A Masking Curtain system may be hung at roughly 50% or 70% to reduce visual space
- LeConte Hall - Width 300' and Length 335'
- LeConte Hall Ceiling Height - 30' + Clear from Floor to Truss
- Overhead distribution and wall utility ports provide electrical and communication connections. Water taps are available on the dock as well as two locations inside the Exhibit Hall.
- The LeConte Hall floor is a single expanse with 112,500 gross square feet (when opened to the Greenbrier Hall's 12,000 s/f) of continuous space on one level. The floor is concrete with live load capacity greater most similar facilities.

##### LeConte Hall - Loading Dock - Move In / Out Access

- A 24' wide ramp, from the apron to the loading dock, provides direct access to the LeConte Hall floor via a 20' wide x 14' high coiling door entrance. The entrance is large enough to bring in mobile buildings, large vehicles and equipment.



- There are six (6) berths large enough to handle any over the road vehicles. Two (2) of the six (6) berths have dock levelers; you or your service contractor may bring your dock plates.

Greenbriar Hall – adjacent and connected via a 40' operable wall to Exhibit Hall

- 12,000 square feet
- Operable walls = 3 divisions; one of 6,000 square feet and two (2) each OF 3,000 square feet

Three (3) North Multi-Purpose Rooms with 6 divisions

- Three 2,000 s/f each with operable walls = 6 divisions of 1,000 square feet each

Four (4) South Multi-Purpose Rooms with eight divisions

- Four 1,000 s/f each with operable walls = 8 divisions of 500 square feet each

One (1) Board room of 750 square feet (ideal as an Event Owner's on site office)

The information desk and registration area are conveniently located for your staff and attendees; it is equipped with communication and electrical ports for your computer and communication equipment requirements.



## FACILITY POLICIES, RULES & REGULATIONS

**(You, the Event Owner, your management, and security team are charged with monitoring activities during each Event and enforcing compliance with these rules.)**

### ❖ ADA ACCESS

As defined in the American Disabilities Act, the LeConte Center is in compliance with accessibility for wheelchairs and physically challenged. Restrooms throughout the Center are wheelchair accessible. All entrance doors are flush to the floor and are compliant with current ADA standards. It is the responsibility of you, the Licensee, and your service contractor to ensure that all structures you utilize for the purpose of your Event are in compliance with all ADA guidelines within the LeConte Center. Any structure that is not within ADA guidelines will be removed from the premise.

### ❖ WEAPONS

Pursuant to SS 39-17-1349, the City of Pigeon Forge has banned weapons within the LeConte Center. Failure to comply with this prohibition is punishable as a criminal act under state law and may subject the violator to a fine of not more than five hundred dollars (\$500).

### ❖ FOOD / BEVERAGES / ALCOHOL

NO food, drink, or alcohol beverages are allowed to be brought into the Center. The Concession operator and / or approved Caterer must provide all food, drink, and alcohol for consumption on LeConte Center at Pigeon Forge property. (Exceptions for food distributor trade shows noted in FOOD AND BEVERAGE POLICIES – Exceptions on page 30)

### ❖ ANIMALS

For safety, sanitation purposes, and attendees with pet allergies, no animals or pets are permitted in the building except as approved by management. Qualified service animals are exempt. You or your service contractors are responsible for all clean up associated with animals.

### ❖ ALTERATION of PREMISES

We provide the LeConte Center in an optimal operating condition. We in turn ask that you return the premises in the same condition at the conclusion of the License period. No modifications, alterations or changes shall be made to the Center structure or to the interior finish. Applicable modifications, alterations or changes to the Center structure and exterior/interior finish include but are not limited to movement of equipment, relocation of furnishings, removal of ceiling tiles, removal of lighting fixtures, removal or modification of doors and hardware and cutting or sticking holes in walls. All repair costs will be assessed and charged to the Licensee if the premises are modified or altered at the prevailing rate. A clean-up charge will be assessed if premises are not returned in an acceptable condition at the prevailing labor and material rate.

### ❖ ATM

An automatic bank teller machine is located in the Registration / Information area of the facility.

❖ *AIR CONDITIONING / HEATING*

Air conditioning and/or Heat are provided for the Event Owner Office during exhibit hall move-in and move-out days, at no additional charge. Air conditioning/Heat is provided in the LeConte Hall, Greenbrier Hall, and rooms Licensed on Event days only. Any air conditioning/heat required for the LeConte and Greenbrier Halls or multipurpose areas during move-in and move-out will be billed at the prevailing rate. Air conditioning/Heat is only available at maintenance level in the LeConte and or Greenbrier Halls when the loading dock door(s) are open. To increase conditioned air to event level during move-in or move-out the following cost applies:

- Air Conditioning/Heat-exhibit hall (move-in/move-out) \$100.00 hour
- Air Conditioning/Heat-other area (move-in/move-out) \$ 75.00 hour

❖ *AUDIOVISUAL SERVICES*

The LCPF offers in house preferred audio visual provider. This not an exclusive service and you may choose your own provider. However, use of the house sound system is the exclusive right of our staff and/or in house AV contractor. Please contact our Event Manager should you wish to use the services of an outside supplier. Our staff, our preferred AV contractor, and/or our in house electrical contractor shall perform all major connections to the Center regarding lighting, sound and electrical systems. Additional labor and electrical charges will apply.

In-house paging is available and is accessible to all LeConte Center areas. Your Event Manager will furnish you with our equipment and personnel list and rates. Please notify your Event Manager thirty (30) days prior to your Event if you wish to use the "house" paging system.

❖ *BOX & CRATE STORAGE*

The Pigeon Forge Fire Department recommends that all boxes and crates be removed from the premises. If approved in advance and in writing from the Fire Department, storage is permitted in the exhibit hall, not to exceed 20' X 20' X 18' with appropriate aisles, and a 24-hour fire watch.

❖ *LOGO / CITY MARKS*

The City of Pigeon Forge owns and holds all rights for the use of the LeConte Center at Pigeon Forge logo. Use of the logo is prohibited by any Licensee. Use of the name and pictures of the facility are allowed to be used in reference to the facility in licensee communications, provided a proof copy of the use is submitted to the facility manager for approval prior to printing or posting.

❖ *PRESS RELEASE / INFORMATION DISTRIBUTION*

Prior to any public announcement about your event moving to the LeConte Center at Pigeon Forge, the facility manager must approve the information and use of the LCPF name within the release. The City may also make available our contracted public relations professional service provider for assistance to you in preparing and executing announcements.

❖ *BROADCAST & RECORDINGS RIGHTS*

In consideration for granting advertising, radio broadcasting, television transcriptions, live broadcasts, or recording rights from the LeConte Center, "any recordings by any method and all broadcast by worldwide internet, radio broadcast, televised or any method of presentation"



shall contain credits that the location where the recording occurred is the LeConte Center at Pigeon Forge, Tennessee.

❖ *CAPACITIES*

There are specific guidelines that must be adhered to for specific seating requirements. Please check with our Event Manager to ensure your plans are within the guidelines approved by the Fire Department.

❖ *CARPETED AREAS*

- During move-in and move-out, carpeted areas must be protected from the movement of crates, counters, pallet jacks, and all other rolling vehicles, equipment or stock. This may be accomplished by the use of reinforced plastic (visqueen) covering, the use of plywood or similar material may be required.
- Placing loose plastic on the floor will not be accepted; if non adhesive backing plastic is used it must be taped down with tape approved by facility management on all sides. Trip hazards will be the full responsibility of the Licensee or your service contractor.
- Carpet runner, show carpet or other temporary floor coverings over permanent carpet must be approved in advance. Double-faced tape and heat tape are prohibited on permanent carpet and tiled areas. The only approved tape for carpeted and tiled flooring is clear vinyl tape. A non-residual clear tape (e.g. 3" clear floor tape: bron # R136 or carpet tape: bron #BT100D/FA) must be used first as a protective covering before any double face tape is put down If your service contractor does not have clear vinyl tape, you may purchase it from an approved vendor; ask your Event Manager for sources.
- Heat tape and double face tape may not be used on carpeted floors.

❖ *FLOORING*

- Floor stickers are not allowed unless this has been approved in writing advance of your event. IF you seek approval for floor stickers and IF they are approved, you will be required to remove the floor stickers at the conclusion of the event. You will be charged for any removal cost or damages.
- Absolutely no duct tape allowed.
- Any and all damages caused to flooring by tape residue will be the Licensees responsibility and will be billed for materials and labor to repair.



#### ❖ *CLEAN HALL to CLEAN HALL POLICY*

Great pride is taken in the care of the Center. Every area of the Center is maintained to provide a clean, attractive environment upon the arrival of your Event attendees.

- During your Event the facility's housekeeping staff will maintain all public common areas (e.g. lobby, concourse, pre-function area, rest rooms and meeting rooms) except when areas are utilized as exhibition space. Areas designated as exhibit space are the Licensee's responsibility to maintain.
- We operate with a "clean hall to clean hall" policy; therefore, loading docks, exhibit hall floor, multipurpose rooms, Event Owner Office, and area behind the registration counter is your responsibility. We will maintain the lobby, concourse, pre-function area, and restrooms.
- The production of Events can generate a high volume of trash and debris. You will be responsible for the removal of all bulk trash, debris, crates, lumber and packing materials during the term of your License (move-in, move-out and Event dates). Bulk trash is defined as all trash, boxes, packing materials and other items not easily removed by a push broom or vacuum. We have compactor and open top dumpster service provided at the prevailing rate (ask our Event Manager for the rate).

Should the Licensed spaced not be left clean, as you found upon your arrival, we will contact you to come back, if there is time, and clean the space to the level you found upon your arrival; otherwise we will clean and charge you at the prevailing hourly rate.

#### ❖ *CONTRACTOR REQUIREMENTS*

You are required to notify the Event Manager of your selected contractors at least sixty (60) days in advance of the Event for the purpose of initiating and securing the appropriate agreements and/or approvals. The Event Manager will provide you a list of approved, preferred and exclusive contractors. Proper licensing will be required to be filed with LCPF management before any contractor or contractor's personnel operate lifts or other heavy machinery at the facility.

#### ❖ *DAMAGES & WALK-THROUGH*

It is the Licensee's responsibility to return the Center in the same condition as it was received. You or your representative shall schedule a mutually convenient pre/post "walk-through" appointment with LCPF management to verify the condition of the facility before and after the event. To assess and limit liability, any type of damage to LeConte Center property or equipment is to be reported immediately to LCPF Management. We will schedule a final walk through with you and/or your representative immediately following your move-out to determine any damages that may have resulted from the event. If the Licensee chooses not to participate in the pre/post walk through, said Licensee agrees to the findings of LCP management. All damage discovered will be billed to the Licensee at prevailing rate incurred to repair.

❖ *DECORATING AND SIGNS*

We understand that decorating both the interior and exterior of any venue is important to your Event. The Facility Manager must approve all special decorations as to location and method of installation.

- Help us maintain our Center by not nailing, taping, leaning or attaching materials to any ceiling, painted surface or walls of the Center.
- A protective covering (e.g. plastic, visqueen, plywood, particle board, etc.) must be used on the exhibit hall floor for any display using machinery, water, soil, dirt, sand or other landscaping-type materials.
- For easier access and in compliance with fire regulations, nothing shall be placed on top of standing electrical distribution boxes in the exhibit hall.

The following are **not** permitted:

- Helium balloons
- Confetti, glitter, rice, or birdseed
- Dirt, soil and sand on carpeted areas
- Water displays on carpeted areas
- Adhesive-backed decals, duct tape, double-sided tape
- The painting of signs, displays or other objects on LeConte Center premises

Any costs incurred by the Center for the removal of these items from walls, floors, equipment will be charged to the Licensee.

The use of non-approved tape in the exhibit hall, multipurpose hall or rooms, public areas, lobby, registration or on any carpet within the Center is prohibited. The Event Manager should be contacted if any potential safety hazard exist which would require the use of tape. Tape used on the floor of the exhibit hall should be a type that will not leave an adhesive residue on the exhibit hall floors. Any adhesive residue left on the floor is the Licensee's responsibility to clean.

❖ *DETRIMENTAL CONDUCT*

All individual conduct detrimental to the safety and proper operation of an Event (e.g. excessive or illegal consumption of alcoholic beverages, abusive language, threats, assault, vandalism, theft, and all other inappropriate actions) will result in the immediate removal of the individual from the premises or arrest and prosecution as appropriate.

❖ *DOORWAYS*

Due to life and safety requirements and fire codes you are prohibited from blocking or removing any doorways or propping open any automatic closing devices or panic hardware.

❖ *ELECTRICAL REQUIREMENTS / CAPABILITIES*

The LeConte Center's in-house electrical contractor will provide all electrical cords and equipment required for the installation of all electrical requirements of your Event. For safety reasons, no outside extension cords, utility cords, or multiple plug receptors may be plugged into the LeConte Center's floor ports or wall outlets. It is a necessity for you to notify our Event Manager of your Event's electrical requirements sixty (60) days in advance of the Event for the purpose of initiating, planning and securing the appropriate permits, agreement and approval with the City Fire and Codes staff. To the extent possible, all electrical lines shall be in the rear of the booth line. Ramping is only permitted with the Fire Department's approval. All equipment,



fixtures, and fittings must be UL (Underwriters Laboratories) approved and are subject to inspection and approval from LCPF in house electrical contractor. No carpet is allowed to be placed over electrical cords or outlets.

Please note that all order forms should be received by our in-house contractor a minimum of fifteen (15) days prior to exhibitor move-in. Payment must be received with the order.

For additional information please see Appendix A on page 35.

#### ❖ *EMERGENCIES & EMERGENCY NUMBERS*

In the event of an emergency immediately phone the Pigeon Forge Fire or Police Department via 911 first and then notify a member of the Center's staff.

Fire / Police Department Emergency: 911

Facility Information: 865-453-8574

#### ❖ *EQUIPMENT*

All LeConte Center owned equipment must be set-up and operated by authorized facility personnel only.

All Equipment (e.g. fork lifts, Scissor lift, etc.) brought into the facility must meet the following requirements

- **All equipment must have non-marking tires**
- Only persons who have a valid operator's license (**must have license on them or on file at our Center**) will be allowed to operate a forklift, boom lift and/or scissor lift on the Center's property. Please ensure all of your staff and your service contractor employees are aware of this policy and they will be required to show proof of their operator's license upon request.

#### ❖ *FLOOR PLANS & FIRE MARSHAL APPROVAL PROCESS*

Floor plans must to be submitted 30 days in advance of your move-in date. You and your service contractor should provide the floor plan to scale to your Event Manager as soon as possible to allow ample opportunity for any required changes.

When we receive your final floor plans for review we will forward them to the Fire Department (PFFD) who will have final authority for approval of all plans. Upon approval, the PFFD will send all the stamped approved plans back to our Event Manager. Five (5) prints of the plans are required. Changes following PFFD approval must be submitted and reapproved prior to the event.

All submitted floor plans must:

- Be to scale and have the scale noted on the plan or the dimensions listed for the Fire Department to review for approval
- Have the Event name, date and location listed on the plan for approval
- Have the name of the firm that designed the plan listed on the plan
- All Exits are to be clearly marked
- All activities using public areas, such as registration, temporary displays, and signage are to be noted on the plan.

The basic rules for exhibit Event floor plans:

Aisles:

- Aisle dimensions/location is subject to Fire Department approval.
- Aisles must be a minimum of eight (8) feet wide.
- Nothing may intrude into the aisle space.
- One hundred (100) linear feet of continuous display space are allowable before a cross aisle must be present.
- Aisles must be configured to provide clear access to all exit ways.

Exits:

- There must be twenty (20) feet of clearance in front of all exits
- The travel distance within any booth or exhibit enclosure to an exit access may not be greater than one hundred (100) feet
- Clear access must be maintained to all Center's services (e.g. restrooms, concession stands, utility rooms, etc.)
- Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drapes, exhibits, or other fixtures.

#### ❖ *FREIGHT DELIVERIES*

Due to limited storage space availability, **the LeConte Center does not provide storage and cannot accept shipments of freight or materials** of any size, prior to your contracted move-in date. All freight must be delivered to The LeConte Center by your official service contractor or freight carrier. All shipments to be delivered to the LeConte Center during the move-in should be sent to the attention of your service contractor. Decorators/Exhibitors should ensure that delivery of freight is scheduled when their representative is on site at the Center. Arrangements should be made with the Event Owner's service company if shipments need to arrive prior to scheduled move-in dates.

All loading and unloading of exhibits, equipment, and material must be through the loading dock and freight doors. The only exception will be for hand-carried materials, when necessary, and with the prior written approval of the Center's Facility Manager.

#### ❖ *FURNITURE*

The Center furniture in public areas is **not** for Event owner or exhibitor use. Furniture in the public area is not allowed to be removed from its location or reconfigured without the Facility Manager's approval in writing.

We have a limited inventory of chairs, and tables; when our inventory is depleted you will need to utilize your service contractor for additional requirements. **Our tables and chairs are not designed to stand on, jump on, or be used for any other purpose than they were designed.**

Check with our Event Manager or Event Coordinator for pre-approved seating plan for large assembly groups or booth display in Concourse area.

❖ *FURNITURE – cont.*

**Standards for assembly seating chair set according to codes:**

Attached chairs

- The maximum number of chairs per row is 100 chairs
- There must be at least a twelve (12) inch space between the back on one row and the front edge of the next row
- For every row that has 14 + chairs, 0.3 inches must be added to the 12 inch space per additional chair up to a required maximum of 23 inches - reference NFPA 101 code 12.2.5.5.4.1
- The maximum row clearance required from the back of one row to the front edge of the next row is 23 inches.

Sections

- There cannot be more than 16 rows without a break
- The minimum aisle between sections is 42 inches or 36" for seating on one side

Unattached chairs (applies to sets over 200 chairs)

- ❖ No more than seven (7) chairs per row that are not attached
- ❖ Same spacing applies as listed above
- ❖ Per section there cannot be more than 16 rows
- ❖ The minimum aisle between sections is 36 inches.

❖ *GRATUITIES*

We want you to be pleased with our attitudes, efforts, service, and certainly appreciate it when you let us know that you are pleased. Our policy strictly prohibits any employee from accepting any gifts, gratuities, loans, favors, or any other items of monetary value from individual, organizations or companies doing business with our Center. Please make your employees, exhibitors, buyers, and attendees aware of this policy.

❖ *HAZARDS / HAZARDOUS MATERIALS DISPOSAL*

Please report any spill or hazard as soon as possible to our staff. If there is a Fire, Medical, or other Emergency, call 911 immediately and alert our staff!

Chemicals, solvents and/or solutions considered hazardous are **not** allowed to be disposed of through the sewer lines or drains of the LeConte Center.

Any materials that are brought into the Center must be accompanied by an applicable Material Safety Data Sheets.

Chemicals requiring neutralizers to render them harmless must be available and provided by the party bringing the chemical into the facility. If you are not sure of the product being utilized, please check with the manufacturer.

All items must be handled and disposed of in accordance with the latest Environmental Protection Agency regulations at the time of your Event.



Exhibitors using these items are totally responsible for their removal from the LeConte Center property. Please check with your official service supplier prior to your Event to make the necessary disposal arrangements for any Hazardous Waste Materials.

❖ *HOURS OF OPERATION*

Normal hours of Operation during Events are 7:00 a.m. until 11:00 p.m. All arrangements for activity beyond these hours must be requested in writing at the time of License negotiation and approved by the LeConte Center Facility Manager. Overtime charges may apply beyond these "normal hours".

❖ *INSURANCE REQUIREMENTS*

As an additional consideration over and above the License payments made by the Licensee, the Licensee shall, at its own expense, comply with all of the following insurance requirements of the LeConte Center. **Licensee shall not occupy the premises until proof of the following insurance has been furnished to the LeConte Center.**

**A Certificate of Insurance complying with the following requirements is due in our office at least thirty-days in advance of your event:**

- a. Commercial Facility liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations, and independent contractors. If the user's activities involve alcohol, then liquor liability in the same amount is also required. These policies must name the City of Pigeon Forge, Tennessee as additional insured party.
- b. Automobile liability insurance in the amount of One Million (\$1,000,000.00) Dollars per occurrence to provide coverage for any owned and non-owned vehicles used by the Licensee on the Center premises, including loading and unloading hazards. This must name the City of Pigeon Forge, Tennessee as additional insured.
- c. Workers' compensation and employer's liability coverage as required by Tennessee Statute.
- d. All coverage provided by the Licensee is primary to any insurance or self-insurance program the City of Pigeon Forge, Tennessee has for the LeConte Center and the Licensee and their insurance shall have no right of recovery or subrogation against the City.
- e. All policies must be issued by companies authorized to do business in the State of Tennessee and assigned a rating of A or better, per Best's Key Rating Guide, latest edition.
- f. The LeConte Center must receive thirty (30) days written notice prior to any cancellation, non-renewal or material change to the required insurance policies. This written notice must be sent to Facility Manager, LeConte Center at Pigeon Forge, PO Box 1390, Pigeon Forge, TN 37868.



- g. Evidence of the required insurance policies must be provided by submission of an original certificate of insurance thirty (30) days prior to your License period to the Event Manager assigned to you.

Certificates must state that: "This coverage is primary to all other carried by The City of Pigeon Forge, Tennessee, and you, the Licensee, and your insurance shall have no right of recovery or subrogation against The City of Pigeon Forge, Tennessee.

If your exhibitors utilize independent contractors, we require verification of insurance in the same limits defined in your License with the LeConte Center.

Licensee agrees to provide LeConte Center with proof of insurance in the above amounts of coverage. LeConte Center and City of Pigeon Forge shall be named as additional insured on insurance certificate.

#### ❖ *KEYS / ELECTRONIC ACCESS*

Requests for keys and electronic key access should be made through your Event Manager and all assigned key and electronic access controls must be returned on the last day of the event.

Lost keys will be charged at \$50.00 dollars each.

It is important to note that NO DOORS may be locked, chained, or otherwise secured by Event management, other than the facility furnished locks and keys, without prior written approval of the Facility Manager. Your Event Manager can provide further information that will allow you to properly secure all items in the Center.

#### ❖ *LIGHTING*

The LeConte Hall, Greenbriar Hall, North and South Rooms have primarily fluorescent lighting.

Work lights at 50% level are provided for move-in and move-out at no additional charge. Full Event lighting for the move-in and move-out periods is available; check with the Event Manager or Coordinator assigned to you for the hourly rates:

Full Event lighting is provided one hour prior to, through the published Event closing at no charge above the License rate.

#### ❖ *LOADING DOCK*

You and your Event service contractor should make every effort to maintain a safe and efficient loading dock operation. You are required to supply a schedule covering all move-in and move-out activities, including anticipated freight deliveries, Facility service contractor materials and exhibitor access times. You or your designee will be responsible for traffic control and parking inside the loading dock area. The LeConte Center does not waive any rights relative to the safe operation of the loading dock.

Your staff must enforce all rules at the dock area and control dock traffic and make every effort to maintain a safe and effective loading dock operation. As loading dock space is limited, we ask that you please monitor time in the loading dock area when others are waiting and move vehicles to a parking area when unloading is complete. Loading dock areas and the ramp are





considered egress areas which cannot be blocked during event hours and may be inspected by the Fire Department at any time. Always maintain a ten (10) foot clear walk way on the loading dock.

- The loading dock area is restricted to authorized loading and unloading functions. No private passenger vehicles, recreational vehicles, campers or overnight sleeping is authorized at the loading dock or apron. An exception must be approved in writing by the City of Pigeon Forge Fire Department. You should have security on the dock at all times. Unattended vehicles left on ramp will require the building be evacuated until the vehicle is removed or towed at the owner's expense. The dock area and ramp must be kept clear and accessible for emergency equipment.

#### ❖ *LOSS & DAMAGE*

The LeConte Center shall not be responsible for any loss or damage to machinery, equipment, paraphernalia, costumes, clothing, scenery, trunks, exhibit materials, musical instruments or cases for same, or any property of the Licensee caused by theft, fire, riot, strikes, act of nature/natural disaster or any course of whatever nature or kind.

#### ❖ *LOST & FOUND*

All lost and found articles are logged in our Administrative Offices. To inquire about lost items contact our Event Manager.

#### ❖ *MARQUEE / ELECTRONIC READER BOARDS*

The LeConte Center has limited digital signage that, within our discretion and guidelines, may be utilized to promote your Event. We ask that you provide the name you wish with correct spelling to our Event Manager, sign space will be allocated at the Center's discretion.

#### ❖ *MEDICAL SERVICE (EMS)*

We recommend that you consider life safety in the planning of your Event. Please take into consideration the special needs of your event and the anticipated attendance when you determine your requirements. EMS should and must be considered for all events open to the public and certain private events; this is your legal responsibility and cannot be transferred to the Center. We make available to you the First aid room, when operated by Pigeon Forge Fire Department, at no additional cost, with the License. This room is only available to station the Pigeon Forge Fire Department EMS that you hire to attend to your attendees requiring any first aid or medical services. We recommend that you maintain a first aid center during all your public events, move-in, and move-out hours. Your Event Manager can schedule with the Pigeon Forge Fire Department and arrange for EMS services. Charges for the services and supplies utilized will be billed to you.

Please understand the LeConte Center is only the Licensor of space and does not operate or maintain any facilities or services of this nature.



❖ *MOVE-IN / MOVE-OUT*

Move-in is to be accomplished at the loading dock area only. Decorator personnel, exhibitor personnel, or vendors who attempt to move-in or move-out through the front of the Center, will be immediately be required to use the loading dock!

❖ *OSHA COMPLIANCE*

Compliance with OSHA regulations is the responsibility of you and your service contractor. OSHA mandated personal protective equipment must be utilized at all times (e.g. full body harness for lift operators).

❖ *OUTSIDE EXHIBITS*

In accordance with permit enforcement and regulations, you may not place exhibits outside the LeConte Center, or in any parking area, unless that area has been contracted as an exhibit space with written authorization of the Facility Manager; only static displays will be allowed.

❖ *OUTSIDE SOLICITORS*

Unauthorized pickets, delivery or solicitors are strictly prohibited.

❖ *P.O.V. DELIVERIES*

P.O.V. or privately owned vehicles, such as passenger cars, mini-vans, or small vehicles, as distinguished from trucks, tractor-trailers, and other "over the road" type vehicles. P.O.V. deliveries usually consist of pop-up displays, small office equipment or boxes of literature.

All P.O.V. drivers who wish to unload will be directed to the loading dock. If the Center's Facility Manager and Event Owner have agreed to establish an alternative unloading area (authorized in writing by the Center's Facility Manager), the driver of a P.O.V. may be directed to this alternative area.

The self-unloading of a P.O.V. at the loading dock or at the designated "alternative unloading site" will require a minimum of two people: one person to accompany the freight and one person to park the vehicle immediately. Any vehicle left unattended will be subject to ticketing and towing at the owner's expense.

Material handling equipment (forklifts, pallet jacks, carts etc.) will not be available for exhibitor's personal use.

❖ *PARKING*

- Free parking is available in the Teaster Lane parking lot. Attendees and exhibitors will not be allowed to park at the loading dock, dock apron, or areas marked for police or emergency vehicles. The loading dock and apron is for loading and unloading trucks and service vehicles.
- Any other use of the parking lot other than for general parking must be approved through the Pigeon Forge Special Events Committee / Planning Commission and be awarded Special Event permission separate from the licensing of the LeConte Center at Pigeon Forge. Pigeon Forge Planning can be reached at 865-429-7312 or [cd@cityofpigeonforge.com](mailto:cd@cityofpigeonforge.com).



#### ❖ WATER

Water hook ups for exhibit booths must be installed by the Center staff or authorized contractor. Please ensure that all your exhibitors, contractors, and others are made aware the floor contains very limited drains.

#### ❖ PUBLIC AREAS

Use of the lobby, concourse, registration and restroom areas are considered public areas and their uses are not at the discretion of the licensee. All activities using public areas such as registration, special displays, temporary signage, etc., must be noted on the Floor Plan submitted thirty (30) days in advance to be approved by the Facility Manager and the City of Pigeon Forge Fire Department.

Please note that clear access must be maintained for concurrent Events, as well as to all food concessions, restrooms, and exit or entrance doors. Move-in/out guide lines and rules and Facility floor coverings must be in compliance. It is a fire safety regulation to maintain the integrity of the exits from the LeConte Hall, Greenbriar Hall, North, and South rooms. A registration & information area is provided in the lobby/concourse at the main entrance.

Motorized vehicles, lifts, carts, etc., may not be operated in the lobby, concourse, or any carpeted area of the LeConte Center.

#### ❖ RIGGING

In compliance of safety and liability concerns, all rigging at the LeConte Center is via our exclusive Riggers contracted by the Facility and meeting industry standards. All rigging is in compliance with all current state and federal government industry and safety standards.

- Rigging points available in the LeConte hall only; please consult with your Event Manager; for the rigging point plats available. Rigging from a LeConte Hall Truss must be performed by the in house provider's certified riggers.
- You are required to provide the final rigging plan thirty (30) days prior to move-in.

#### ❖ ROOM CHANGES

All non-exhibit events (i.e., assembly seating, green rooms, meetings, lounges, sessions, meal functions, seminars, etc.) are set to your specifications one time at no charge. Any additional set-up or changes during your event will be charged on a cost-of-labor basis. Your Event Manager will provide an estimate of changeover costs once your schedule and set-up requirements are received and reviewed.

#### ❖ SALES TAX / BUSINESS LICENSE

Sellers are required to collect Tennessee Sales and Use Tax as well as City of Pigeon Forge applicable gross receipts and sales tax on any item sold and delivered at the Event. Out of state vendors may be able to charge the tax rate of their home state if a reciprocal agreement exists with the State of Tennessee. Please contact the Tennessee Department of Revenue for additional details. The Event Owner or the Exhibitor is responsible for collecting all the state sales tax, local or federal taxes and registering for any applicable business licenses for your event and any vendors transacting and delivering sales at the event.



#### ❖ *SERVICE CONTRACTORS*

Approved Service Contractors are available through our list of approved service contractors. Minimum staffing is required for certain positions. The Event Manager assigned to you will provide a list of approved companies.

##### ○ In House Service Providers

Your Event electrical, rigging and communications requirements must be serviced by our in house Service Providers and you will be charged at their prevailing rates. Our electrical, communications, and rigging providers are Griffin Electrical, Stellar Vision & Sound and CCLD. Our preferred audio-visual company is Stellar Vision & Sound and our preferred exposition service company is Stellar Vision & Sound. Our Event Manager assigned to you will provide contact information.

#### ❖ *SHUTTLES*

Shuttle buses are commonly used by many Event Attendees from hotel and other off site areas to the LeConte Center. Contact our Event Manager assigned to your Event to arrange a meeting with the Operations Director and/or Facility Manager to plan where your bus pick-up and drop-off may be located.

#### ❖ *SIGNS & BANNERS*

The LeConte Center Management recognizes that the placement and display of signs and banners is a useful tool in your events. We encourage you and your service contractor to contact us as early as possible to determine the feasibility, labor responsibility, and costs associated with the placement of signs and hanging of any banners. We have certain guidelines and policies; we do not permit the affixing of any signage on the glass, walls, doors, ceilings or superstructure, inside or outside. No holes may be drilled or punched into any Center surface. You are not allowed to cover the Center signage, art, or other Center surfaces without the written permission of the Facility Manager. Commercial advertising signage or displays set in the public areas must be pre-approved by the Facility Manager. The Event Manager assigned to you can assist you in locating appropriate placements of your signage. The Center has guidelines and policies regarding location, type, size and number of signs and banners. If rigging is required for your signage; all rigging must be completed by the LeConte Center approved riggers.

Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, painted surface or wall of the Center.

The Center Management must approve any special decorations or signs.

Under NO circumstances are adhesive back decals to be given away. Any cost incurred by the Center from use of, or removal of, these items will be charged to the Licensee.

❖ SMOKING

In Compliance with the State of Tennessee Statutes; Smoking is prohibited in all indoor public facilities and within 50' of an entrance door. Smoking on LeConte Center property is prohibited. The LeConte Center at Pigeon Forge property is designated as a Tobacco Free Campus.

❖ SMOKE/FOG MACHINES

Smoke or Fog Machines **must use water based chemicals.** The use of oil based chemicals in Smoke or Fog Machines is not permitted; the oil based chemicals can cause the fire alarm systems to activate.

❖ STAFFING

Your Event Manager has a list of available services and hourly rates. Pigeon Forge Police Department Officers are available for security and traffic duty. Pigeon Forge Fire Department has EMS personnel available for your medical services requirements. **There are advance notice requirements and a minimum of four (4) hours scheduled per person per shift.**

❖ STORAGE OF EQUIPMENT

Storage of material handling, supplies, and other decorator equipment must be left on trailers or other private conveyances. In compliance with existing city fire regulations, during show hours, all perimeter and cross aisles in the exhibit hall shall be free of service contractor / exhibitor equipment, crates, storage cases, etc.

❖ STORAGE OF EXHIBITOR & VENDOR CRATES AND PROPERTY

Pigeon Forge Fire Department Approved storage of exhibitor / vendor property is outside of the LeConte Hall at the rear loading dock area will be in such a manner as not to block any fire access or normal movement of personnel / material handling equipment during Event operations. Crates, outside of a storage trailer, must be placed at minimum of 20 feet from the building. The Center assumes no responsibility or liability for items stored on the loading dock areas. Please store overflow crates, boxes, etc. in your empty freight trailers.

❖ TAPE

We realize taping is a necessity and we ask that you and your service contractor have your tape approved by our Event Manager prior to taping carpet, electrical cords or other applications. We recommend the use of non-residual tape (e.g. bron: #R136 or carpet tape: bron #BT 100D/F). You and your service contractors shall be responsible for the removal of all tape and tape residue marks on the exhibit hall floor. All tape must be removed from the floor and disposed of immediately after the show. A fee will be charged for any remaining residue that our staff must remove.

❖ COMMUNICATIONS SERVICES

Our in-house communications (data & voice) service support provider will provide you with your required communication service support. Adequate notice of 30 days or more is required to meet your requirements. If you need to include an order form in your exhibitor kit, we will need a 30 day notice prior to the date you are sending your kits. We have high speed internet and broadband access available. Communication services for both you and your exhibitors may be arranged through our in house communication services support provider; the Event Manager



assigned to your Event can provide you with a complete list of services, cost, and order forms for you to include in your exhibitor kits. Your Event Manager will inform you of patch fees related to our in-house PA system available to you for announcements, paging, and public address.

#### ❖ *TICKET SALES*

You will sell all tickets and registration to your Event. We reserve the sole right for our staff, agents or concessionaires to sell Pigeon Forge attraction tickets. All on site ticket sales / admission charges are subject to state and local taxes.

#### ❖ *TRAILERS*

Provided you inform our staff in advance in writing and all Pigeon Forge Fire Department codes are followed your exposition service contractor / decorator trailers may be allowed to remain at the loading dock during your Event.

#### ❖ *TRASH / DEBRIS*

It is the responsibility of the licensee or your decorator to remove trash or debris that is generated by the decorator such as booth signs, plastic table covers, exhibit hall tape, pallets, etc. prior to the close of the show and during the decorator breakdown and move-out. Non-recyclable waste should be taken to the dumpsters. You are responsible for the tipping fee cost of compactors and/or dumpsters needed for trash. In the event that trash and debris are not properly disposed of in accordance with Center policy, city, county, state, and federal ordinances, any fines and/or extra labor charges incurred by the Center will be your responsibility.

#### ❖ *USE OF CENTER EQUIPMENT*

LeConte Center at Pigeon Forge does not have any equipment for rent or loan.

#### ❖ *WATER DISPLAYS*

To limit your liability and protect our Center, all exhibits or displays with fountains, pools, spas and/or decorative water containers are permitted in the exhibit hall area only. Water must be controlled to prevent leakage or seepage. NO water displays of any type are permitted in the carpeted areas of the Center.

#### ❖ *WELDING*

Welding and cutting operations performed at public exhibitions, demonstrations, displays and trade shows shall comply with all federal regulations including but not limited to the following:

Only electric welding is permitted; propane is prohibited.

The installation and operation of welding, cutting, and related equipment shall be done by, or under the supervision of, a competent operator.

All welding machines need a fixed enclosure with top and not less than two sides.

Welding area shall be of noncombustible or fire resistant construction, including non-flammable floor covering.

Suitable fire extinguishing equipment shall be maintained in a state of readiness for instant use. A fire extinguisher must be a minimum of 10A40BC with current certification.

Cylinders of non-liquefied gases and acetylene shall be charged to not more than one-half their maximum permissible charged pressure in psig.

Cylinders of liquefied gases shall be charged to not more than one-half the maximum permissible capacity in pounds.

## **FIRE & LIFE SAFETY CODES and REGULATIONS**

Exhibitors, service contractors, and all event promoters must comply with all federal, state and PIGEON FORGE FIRE DEPARTMENT CODES, RULES & REGULATIONS and all other life safety codes which apply to places of public assembly. Special care must be taken not to block or obstruct any fire hose or fire extinguisher cabinet, fire pull boxes, entrances and exits. In the interest of life safety and fire prevention/protection at the LeConte Center, the following minimum standards shall apply to all Events, private or public.

### ❖ EXITS

No display or exhibit shall be so installed or operated as to interfere in any way with access to all required exits or with visibility of any required exit or any required exit sign. All required exits, including but not limited to entrance/exit and lobby areas of each hall, and corridors & aisles shall be free from obstruction during Event hours and when the Center is occupied.

### ❖ Fire Fighting Equipment:

All fire hose cabinets, fire extinguishers, manual pull stations and any other fire protection equipment, including those inside exhibit /booth space, shall be visible and accessible at all times.

### ❖ Combustibles:

Compressed flammable gases, flammable or combustible liquids, open flame devices, hazardous chemicals or materials, Class II or greater lasers, blasting agents, explosives and pyrotechnic devices shall be prohibited within the LeConte Center.

Under special circumstances, limited use of certain items above might be permitted provided adequate precautions are taken to prevent the accidental ignition of any materials. Written request for permission must be received 30 days prior to the Event and a demonstration of pyrotechnics must be conducted prior to approval being granted. In all cases, approval must be in writing from the Facility Manager and counter signed by the City Manager and Fire Department.

Application for permit(s) shall be made to the Pigeon Forge Fire Department, and a copy of the approved permit must be provided to the Event Manager and maintained on the Premises throughout the Event.

### ❖ Storage:

- Combustible material within exhibit booths shall be limited to a one (1) day supply.
- Storage of combustible material behind booths is prohibited. You and/or your service contractor are responsible to ensure that areas behind booths do not contain combustible material.

- Permission to store some materials within the exhibit hall is subject to the approval in writing by the Fire Department and presented to the Event Manager and Facility Manager to have on hand throughout the Event.
- ❖ Flame Retardant Treatment:
  - Drapes, curtains and other similar loosely hanging furnishings and decorations shall be flame resistant as demonstrated by passing both the small-scale and large-scale tests of NFPA701, Standard Methods of Fire Tests for flame-resistant textiles and films.
  - Decorative material including, but not limited to, cotton, hay, paper, straw, moss, split bamboo and wood chips, shall be flame-retardant treated to the satisfaction of the Pigeon Forge Fire Department.
  - Materials which cannot be treated to flame retardant standards shall not be used.
- ❖ Exhibit structures:

Exhibit booths shall be constructed of noncombustible or limited-combustible materials. Exhibits with enclosed areas (walls and ceilings) shall be protected with approved single station, battery powered smoke detectors, and a 10 lb. ABC fire extinguisher must be located in the booth space.

Exhibits with enclosed areas greater than 300 square feet must be approved, in writing, by the Pigeon Forge Fire Department and may require additional fire protection as determined by said authority (additional fire protection may include portable fire extinguishers, heat/smoke detectors, an automatic extinguishing system, or additional exhibit hall fire watch personnel).

Exhibits with multiple levels over twelve (12') feet in height shall be engineered appropriately and constructed from drawings bearing the stamp of a reviewing structural engineer.

- Upper level floor systems shall support a live load of one hundred (100 lbs.) pounds per square foot and shall have guardrails a minimum of forty-two (42) inches in height with intermediate rails through which a six (6) inch sphere cannot pass.
- Stairs for upper level shall support a live load of seventy-five (75) pounds per square foot and shall have a minimum width of thirty six (36) inches when serving an occupant load of fewer than fifty (50) occupants and forty-four (44) inches when serving an occupant load of fifty (50) or more occupants.
- Stair risers should be not less than four (4) inches or greater than seven (7) inches in height and treads shall have a minimum run of eleven (11) inches, excluding nosing.
- Spiral stairs are not recommended for areas to be occupied by the Facility public, visitors or clientele, unless specifically approved by the Pigeon Forge Fire Department.



- Handrails shall be provided on at least one side of every stairway. Upper level(s) shall have at least two (2) exits for every three hundred (300) square feet of occupied space, and these shall be as remote from each other as possible.

All booth (other than the standard pipe & drape) construction shall meet local, state and federally mandated codes. Building permits may be required. You, the Event Owner, will contact the Event Manager and he/she will contact the Pigeon Forge Fire Department and Building Codes Inspection to review plans for all two story booth constructions.

The current fire code adopted by the City of Pigeon Forge, Tennessee is strictly enforced. Exhibitors, service contractors, producers of events, etc. are required and expected to comply with the current fire code adopted by the City of Pigeon Forge, Tennessee.

The following requirements shall be enforced for all Events at the LeConte Center.

#### *FACILITY LIFE SAFETY*

- All exhibit booths shall be installed in a manner that does not obscure the vision of required exit signs nor obstruct access to required emergency exits.
- Exhibit booths shall not obstruct access to the Center's firefighting equipment (e.g. fire extinguishers and fire hose cabinets).
- Individual exhibitors shall ensure that their booth is properly constructed. Drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame retardant or fabricated of inherent fireproof materials. Notice: Documentation of flame-retardant treatment or a flame test shall be performed when deemed appropriate by the fire department. Oil cloth, tarpaper, nylon, and certain plastic materials cannot be made flame retardant and their use is prohibited.
- Aisles shall be maintained free of obstructions at all times. Easels, signs, etc. shall be kept inside the booth; not in the aisles.
- Literature, supplies, and handouts shall be permitted in reasonable quantities. Reserve quantities shall be compactly stored inside the booth in closed containers.
- Box and Crate storage is **prohibited** within the LeConte Hall

#### ❖ *INDOOR DISPLAY OF VEHICLES*

- YOU MUST PROVIDE FULL DETAILS OF THE SHOW to be submitted by the Facility Manager to the PIGEON FORGE FIRE DEPARTMENT a MINIMUM of THIRTY (30) BUSINESS DAYS PRIOR to the SHOW DATE. WITHOUT THIS APPROVAL THE LeCONTE CENTER at PIGEON FORGE CANNOT OPEN THE DOORS ON THE SHOW DATE
- The Pigeon Forge Fire Department will coordinate vehicle inspection times during the move in and will be compensated by the event owner an inspection fee of \$35 per hour until all vehicles have entered the facility.

- No parking on loading dock ramp. Unattended vehicles left on ramp will require the building be evacuated until the vehicle is removed or towed at the owner's expense. The dock area and ramp must be kept clear and accessible for emergency equipment.
- Notice: Operation of vehicles during an Event is not permitted!
- All on-loading or off-loading of fuel shall be performed outside of the Center using only approved safety equipment.
- Vehicles. Liquid – or gas-fueled CARS, TRUCKS, R.V,s, BOATS, or other motor craft shall not be located indoors except as follows:
  - All vehicles must be clean (including under carriage)
  - Batteries are disconnected
  - Fuel in fuel tanks cannot exceed ¼ tank or 5 gallons (19 L) whichever is least
  - Fuel tanks and fill openings are closed and sealed to prevent tampering
  - Autos, boats, any motor are not fueled or defueled with in the building
  - Vehicles shall not be started during Event hours; Vehicles must remain stationary
  - A spotter must be used to maneuver vehicle into/out of building
  - Our Director of Operations must approve floor coverings underneath each vehicle in the LeConte Hall; vehicles are not permitted on carpeted or tiled areas!
  - Every wheel/tire on every vehicle must be covered with a cover we approve or have an approved barrier between the tire and the floor surface while parked.
  - You, the Event Owner / Manager must keep all keys to the ignition.
  - No dismantled autos or used auto parts may be in the LeConte Hall.
  - Fuel for refueling of vehicles must be stored outside the Center; containers for the fuel must meet Pigeon Forge Fire Department fire code.
- All liquefied petroleum tanks, empty or full, shall be removed from RV's, trailer, motor homes, and boats, before entering the Exhibit Hall. Any storage of LP tanks, empty or full, in any interior space or room of the Center is prohibited.
- When a compressed natural gas (CNG) powered vehicle is parked inside the exhibit hall, the following conditions shall be met in addition to all Pigeon Forge Fire Department codes
  - Close the shutoff valve or valve outlet of CNG vehicle container and operate engine until it stops
  - The valve shall remain closed while the vehicle remains in the Center

- At least one battery cable shall be disconnected from the battery used to start the vehicle engine and taped to prevent contact with the battery terminal.

❖ AUTOMOBILE SHOW REQUIREMENTS

*PRIOR TO LICENCE AGREEMENT BEING ISSUED:*

- Acknowledgement by the Event Ownership of a total understanding and agreement with the licensee use agreement, LeConte Center rules and regulations contained in the Event Owners Guide, and willingness to honor and comply with all sections of the use agreement, all rules and regulations
- A statement by the Event Owner they will absolutely and totally carry out complete compliance with all sections of the Event Owners Guide (which is a part of the license use agreement as clearly stated in the license use agreement's section 28
- The written plan must include the Event Owner's plan and methods to police and enforce the licensee agreement, all rules and regulations
- The Event Ownership's plan must include a statement that the Event Ownership agrees that any motor vehicle to be brought into the building must be rolled and/or pushed into the building, not one vehicle may be operated in the building and not one vehicle's ignition system will be turned on, at any point in time, while the vehicle is in the building (this is a major health and safety issue – the facility's HVAC system is not designed for this situation since the facility was not designed nor was it expected to have motor vehicles operated in the facility)
- For crowd control, attendee safety, and protection of the City of Pigeon Forge's taxpayer asset (LCPF), the Event Ownership agrees to pay the City's cost to have two (2) City of Pigeon Forge Police Officers and (1) Pigeon Forge Fire personnel on duty at all times when Event Owners, vendors, exhibitors, attendees are in the facility during the scheduled days of the Event to provide public safety. The expense for these will be reimbursed at the Event Owners Expense.
- All attendees acquiring merchandise from vendors or show participants that is of a size exceeding 24" X 24" or that is unable to be bagged and hand carried for its removal from the facility, must exit through loading dock ramp.
- Move in, move out, and public show times specified on the license agreement will be strictly adhered to by facility management and licensee. The show must be closed to the public by 6:00PM daily.
- Any other use of the parking lot other than for general parking must be approved through the Pigeon Forge Special Events Committee / Planning

Commission and be awarded Special Event permission separate from the licensing of the LeConte Center at Pigeon Forge.

- Vendors must obtain proper license and pay appropriate sales tax as required by Pigeon Forge and Tennessee statutes.
- Provided the Event Ownership desires a particular vehicle to be brought into the building, for this to occur it must be agreed to by the LCPF management or designee at the time the vehicle is scheduled to be rolled into the facility
- No outside food, drink, or coolers are allowed inside the LeConte Center at Pigeon Forge.
- Early Closure of Show: If at any time the LCPF management encounters issues where the rules and regulations detailed in the Event Owners Guide are not being followed by Event Owners, Show Management, Vendors, or attendees, the doors to the LCPF can be locked and the lights turned out closing the show.

❖ *EXHIBITS INVOLVING COOKING & HEAT-PRODUCING DEVICES*

**Exhibits involving food preparation are restricted to the following standards and all fire and life safety codes. The Fire Department's approval in writing must be provided for all exhibits using any of the following devices:**

- Only electric cooking appliances in good repair shall be used
- Gas (Butane/Propane, etc.) fueled cooking appliances are not be permitted inside the exhibit hall
- A minimum of one (1) 20B: C fire extinguisher with current certification will be required to be within thirty (30) feet of the cooking operation or within your exhibit area (whichever is less)
- All booths that perform cooking operations shall have a fully charged and currently tagged (within the last 12 months) fire (5) pound ABC fire extinguisher in the booth
- Food preparation booths shall not border on the perimeter exit access aisles
- Limited use of sterno type heating devices is only permitted as long as they are use in a manner approved in writing by the fire department
- Any fryer that will release grease-laden vapors is prohibited, without prior written approval by the Pigeon Forge Fire Department.

❖ *USE OF PUBLIC CIRCULATION AREAS*

- Tables shall only be permitted in the public circulation areas when submitted on the floor plan and that plan has been approved. Individual spaces shall be limited to one table width with a reasonable working space between the table and other tables or walls.
- Tables shall not be permitted to obstruct exit doors.
- No group seating shall be permitted in the public circulation areas unless the request is submitted on a floor plan and the plan is approved by management and the Fire

Department. All reception-type functions shall be standing unless approved in writing on the floor plan.

❖ *USE OF PORTABLE BLEACHERS*

All bleachers brought into the Center shall have back and side railings. All equipment and installation must be in accordance with the City of Pigeon Forge, Tennessee Building Code. All equipment and installation will be inspected and approved by Pigeon Forge inspectors prior to use.

❖ *WRITTEN AUTHORIZATION REQUIRED*

**Written authorization from the fire department is required for the following operations:**

- Display and/or operation of any heat producing open flame device such as, but not limited to heaters, grills, candles, lanterns, torches, smoke generators (MUST BE WATER BASE ONLY, no chemical base smoke generators permitted)
- Display and/or operation of any electrical, mechanical, or chemical device that is deemed hazardous by the fire department
- Storage or use of combustible/flammable liquids, compressed gases, or hazardous chemicals.
- Displays or exhibits (does not include those displays or exhibits used for cooking purposes) that require the use of LP gas or compressed gas cylinders must be approved by the Pigeon Forge Fire Department and then shall be limited to restrictions as provided by the Fire Department in written form.

Any questions concerning Code content and its interpretation should be directed to the City of Pigeon Forge Fire Department at 865-429-7381.

## **FOOD AND BEVERAGE POLICIES**

❖ *FACILITY POLICY – NO OUTSIDE FOOD OR BEVERAGES PERMITTED IN FACILITY*

All arrangements for food and beverages served and/or consumed on Center property must be made through the Center's exclusive concessionaire and the Center's qualified caterers.

Concessions – All concessions must be supplied by our exclusive concessionaire. Outside concession food and beverage products are prohibited in the building.

Catering – All catered plated meals must be supplied by a caterer on our qualified caterer's list. Your catering requirements are supplied from a list of Pigeon Forge qualified catering firms; check with the Event Manager assigned to your Event for the list of our qualified caterers. Qualified Caterers may serve in the North or South multi-purpose rooms and Greenbriar Hall (provided no other activity (e.g. trade show booths, performance areas) is scheduled in the Greenbriar Hall). All trade shows with exhibitors in the LeConte Hall or Greenbriar Hall must use our exclusive concessionaire for foods served in these halls. Only the exclusive concessionaire may serve in the lobby and concourses.

Delivery of Food – The ordering and delivery of prepared “take out” foods from any source is prohibited.

Distribution of Food or Beverage Products – Exhibitors may not sell or give away food or beverage products in any form unless written authorization is granted by Facility Manager (see the Food and Beverage Policies).

Inspection – Any bulk container is subject to inspection by Center security; the introduction of any food or beverage products is prohibited.

Utilizing Break Areas – Event Owners are encouraged to plan space for break areas within the Event space. When a break area is provided, all participants are encouraged to take breaks in this designated area. Our exclusive concessionaire may serve concessions in this area if you wish.

## EXCEPTIONS

Exceptions to the rules regarding the sampling of food or beverages by your show exhibitors include:

### ❖ *FOOD SERVICE INDUSTRY TRADE SHOWS*

Trade shows of the food service industry are exempt from facility food & beverage policy (except in regard to alcoholic beverages) for items distributed within their trade show floor. Food service industry trade shows are defined as exhibitions involving wholesalers of products which are sponsored by a food distribution enterprise.

Sampling: All samples must relate to the primary product of the exhibitor and must be of sample size (non-alcoholic beverages = 4 oz. and food = toothpick size portion or approximately a 2 oz. serving).

The following is a summary of the policies regarding the distribution and/or sale of food or beverages by exhibitors.

### ❖ *APPLIANCE MARKETING*

An exhibitor in a trade show may distribute one (1) sample product from a food service appliance when the exhibitor is customarily engaged in the marketing of the food service appliance. The Licensee must submit a description of the product and the proposed sample size to the Facility Manager in advance of the Event. An acceptable sample is considered to be a two (2) ounce portion of food or a four (4) ounce serving of non-alcoholic beverage.

### ❖ *COOKING DEMONSTRATIONS OR COOK BOOK SALE*

An exhibitor in a trade show may offer samples of products prepared as a part of a cooking demonstration or in support of a cook book sales provided that the exhibitor is customarily engaged in promoting cooking demonstration or in the sales of cook books. The Licensee must submit a description of the products and the proposed sample sizes to the Facility Manager in advance of the Event. An acceptable sample is the same as in “Appliance Marketing” listed above.

❖ *GIFT PACKAGED FOOD PRODUCTS*

An exhibitor in a trade show may distribute samples of products ordinarily packaged as gift items. The Licensee must submit a description of the products and the proposed sample size to the Facility Manager in advance of the Event. An acceptable sample is the same as in "Appliance Marketing" listed above. The exhibitor must be customarily engaged in the sale of gift package food products. The exhibitor may also sell packages of the gift wrapped products provided that said products are not packaged in such a manner as to permit or encourage on-premises consumption. The Licensee must also describe any gift package products in his application to the Center.

❖ *PREPARED FOOD SERVICES*

Exhibitors in a trade show may wish to entertain clients with prepared food or beverage items served at their booths. Each exhibitor is required to contact the Center and arrange the catering service. Otherwise, the exhibitor is confined to presenting static displays of his products prepared in a non-edible fashion and identified as such. The exhibitor should also review the show rules to determine if any restrictions regarding food services are dictated by the Event Owner.

❖ *FOOD SALE:*

If exhibitors, in their normal course of business, sell a food product, and if that product is appropriate to your tradeshow, the product may be sold in a package intended for off premise consumption.

❖ *VENDING SERVICES*

Exhibitors customarily engage in vending machine services may distribute samples of the snacks and beverage normally offered by their vending services. The Licensee must have each exhibitor submit a description of the product and the proposed sample to the Center in advance of the Event. Acceptable sample sizes are the same as listed above in "Appliance Marketing" listed above.

❖ *BEVERAGE SPONSORSHIPS*

The LeConte Center management must approve all exclusive sponsorships contracts with your Event to ensure they do not violate the facility's agreement with our concession operator. This agreement does not allow for any other agreements and /or sponsorships with competing food and beverage purveyors.

## **SECURITY GUIDELINES**

❖ **EVENT SECURITY ( Separate from City of Pigeon Forge Police requirement)**

Send a detailed security schedule to the Event Manager assigned to your Event thirty (30) days in advance of your Event. At your request, a meeting can be scheduled between you, the Event Manager assigned to your Event, your security subcontractor, and a representative of the Pigeon Forge Police Department. This meeting will determine that security, as planned, is adequate or inadequate. Increased coverage may be required either by your security subcontractor, or you may employ additional security through the Pigeon Forge Police



Department with adequate notice; thirty (30) days is recommended. Minimum security required will be as follows:

- Loading dock gate guard during all move-in, Event, and move-out times
- Outside lobby at street curb to redirect P.O.V. self-loaders and keep the curb area clear of parked cars (if you plan to permit this activity by your participants)
- Additional lobby security may be necessary due to all lobby glass doors being unlocked (provided you are permitted this option) during all move-in, Event, move-out, or otherwise occupied times.

To ensure that only those personnel acting in an official capacity for the Event are granted access, we ask that all individuals working in the LeConte Center wear an identification badge provided by their respective employer. All badges must clearly identify the wearer and the name of the company they represent.

Given the possibility of theft and pilferage that accompanies any Event; the LeConte Center License agreement contains Facility language which indemnifies the Center from any claims of theft or damage to participant property. Mandated insurance pertains to third party injury, accidental death and City property damage claims only. The Center is not insured for exhibitor, visitor, or participant property damages or losses.

The Licensee will provide each exhibitor with a prospectus designating appropriate times for set-up, Event hours, and move-out. The Prospectus should specifically disclose the terms of the exhibitor's agreement, including a statement regarding liability for theft or damage to exhibitor property.

The particular size and type of security force shall be determined by the Center Facility Manager and Licensee. Security may be required for move-in, the Event, and move-out. Designated points of entry or exit should be guarded according to the amount and location of space reserved. Guards may inspect all articles entering or leaving the Center.

In all matters related to security, the Licensee shall deal directly with the Facility Manager or his designated employee. The security force will answer directly to the Center Facility Manager and Licensee and shall be empowered to take whatever action is deemed necessary to provide order and protect the Center and its contents.

- ❖ The LeConte Center requires a minimum of one Pigeon Forge Police Department police officer for Licensed Events to be charged to the Licensee at an hourly rate of \$35.00. Additional officers may be required for security purposes depending on the nature of the Event and Center usage.

#### *RECOMMENDED SECURITY PRECAUTIONS*

The Licensee (Event Owner) is encouraged to:

- List the times during which exhibitors are allowed to enter the Event area. This schedule should include daily beginning and ending times for move-in, occupancy periods for each Event day, and move-out.



- Staff a registration desk adjacent to the loading entrance. A representative should be present during all designated periods of occupancy, including: set-ups, Event (including evening) hours and move-outs.
- Issue identifiable property passes to each exhibitor – to be worn at all times, including: move-in, Event (including evening) hours, and move-outs.
- Authorize an adequate number of security personnel to act as a deterrent against theft and pilferage.
- Advise all exhibitors that additional Security personnel may be hired (with adequate advance notice) to monitor individual displays.
- Schedule decorating and other service contractors for move-out only when all exhibitors are present. When move-out involves more than one day, booth exhibitors and contractors should be required to vacate the premises at the same time.
- Be present to open the assigned Event and remain until all exhibitors are advised to vacate the Event area. Exhibitors should be admitted to the Event area when an employee of the Licensee is present.

All exhibitors are encouraged to:

- Each booth or exhibit should be attended at all times during move-in, Event hours and move-out.
- Arrange displays to discourage pilferage. At the end of each Event day, small valuable display items should be secured in locked containers or show cases within the booth, covered with fabric, or removed to a secure location at the end of the Event.
- Any loss of property should be immediately reported to Security, Event Owner, and facility management.

**You, the Event Owner, your management and security team are charged with monitoring activities during each Event and enforcing compliance with these rules.**



### CONVENTION & VISITORS BUREAU SERVICES

The Pigeon Forge Department of Tourism handles tourism promotion, information services and special events similar to those many cities conduct in their Chamber of Commerce or Convention and Visitors Bureau.

Please contact the Marketing Manager at the Pigeon Forge Department of Tourism 865-453-8574 or email [scarr@mypigeonforge.com](mailto:scarr@mypigeonforge.com).

The Department of Tourism offices are located in the LeConte Center adjacent to the South Concourse / Jake Thomas Drive Entrance.

### **NOTIFICATION: RULES & REGULATIONS REVISION**

All rules and regulations promulgated from time to time by the City of Pigeon Forge are hereby incorporated in your License by reference, and Licensee shall comply fully with said rules and regulations. Any breach of said rules and regulations by Licensee, its agents, employees, licensees or invitees shall be a breach of this License. Licensee hereby acknowledges receipt of a copy of the rules and regulations by signing the License. The City of Pigeon Forge reserves the right to revise the Rules and Regulations as needed without prior written notice.

## APPENDIX A

### ELECTRICAL DISTRIBUTION

#### LeCONTE HALL

Available power via the overhead power grid pattern

- The overhead power distribution system provides (72)-208V, 60A 3-phase, 5 wire pin and sleeve receptacles equally spaced on a 30' grid.

Available power via floor and wall box locations along the perimeter walls

- Wall boxes are provided around the entire perimeter of the Exhibit Hall equally spaced on 60' centers for a total of (19)-208V, 5 wire, 60A 3- phase, 5 wire pin and sleeve receptacles, 120V, 20A duplex receptacles and (38)-data outlets that include one with Cat 6 cable with 2 connections and the other with 6-Strand SM fiber cable with 4 connections.

Available power via the North and South electrical room panel; ports located for cable pulls to the LeConte Hall

- **South:** Panel "L2D" 208Y/ 120V, 3-phase, 4 Wire 400A main breaker with a bus rating of 600A to allow for future expansion if required.
- **South:** Panel "L2B" 208Y/ 120V, 3-phase, 4 Wire 400A main breaker with a bus rating of 600A to allow for future expansion if required.
- **South:** Switchgear "MSBL1" 208Y/ 120V, 3-phase, 4 Wire 3000A continuously rated main breaker.
- **South:** Switchgear "MSBL2" 208Y/ 120V, 3-phase, 4 Wire 3000A continuously rated main breaker.
- **Port:** Panel "L4B" 208Y/ 120V, 3-phase, 4 Wire 225A main breaker with a bus rating of 400A to allow for future expansion if required.
- **North:** Panel "L5C" 208Y/ 120V, 3 Phase, 4 Wire 175A main breaker with a bus rating of 225A to allow for future expansion if required.
- 4-600A disconnects switches. Two located in Sector 4 electrical room fed from Switchgear MSBL4 and (2)-located in Sector 5 fed from Switchgear MSBH

## GREENBRIAR HALL

Available power via wall or floor boxes

- Flush mounted floor boxes are provided on 30' centers and include (1)-208V, 60A 3-phase pin and sleeve receptacle, (2)-120V, 20A duplex receptacles and a data outlet with a minimum of 4 connections.
- Wall outlets are strategically placed throughout the room and each location includes (1)-120V, 20A duplex receptacle and (1)-data outlet with a minimum of 2 connections.

Available power via panels in the North and South electrical rooms; ports located for cable pulls to Greenbriar Hall

- Panel "L4A" 208Y/ 120V, 3 Phase, 4 Wire 800A main breaker
- 2-600A disconnects switches. **(Note the switches are the same listed for the Exhibit Hall but can be used interchangeably for either area)**

## NORTH & SOUTH MULTI-PURPOSE ROOMS

Available power via wall or floor boxes

- Flush mounted floor boxes are centered in each room 2' off each side of room divider for a total of 14 and include (1)-208V, 60A 3 Phase pin and sleeve receptacle, (2)-120V, 20A duplex receptacles and a data outlet with a minimum of 4 connections.
- Standard, flush mounted floor boxes are centered in each room 30' apart for a total of 20 and include a minimum of (1)-120V, 20A duplex receptacles and a data outlet with a minimum of 2 connections.
- Wall outlets are strategically placed around each room to provide (1)-120V, 20A duplex receptacle and (1)-data outlet with a minimum of 2 connections at each location.

Available power via panels in the north & south electrical rooms; Ports located for cable pulls to north & south multi- purpose rooms

### **Multi Purpose Rooms South 4 - 7**

- Panel "L1A" 208Y/ 120V, 3 Phase, 4 Wire 500A main breaker with a bus rating of 600A to allow for future expansion if required.
- Panel "L1C" 208Y/ 120V, 3 Phase, 4 Wire 600A main breaker with a bus rating of 800A to allow for future expansion if required.

### **Multi Purpose Rooms North 1 - 3**

- Panel "L3E" 208Y/ 120V, 3 Phase, 4 Wire, 600A Main Lugs.

- Panel "L3D" 208Y/ 120V, 3 Phase, 4 Wire 600A Main Lugs.
- Each room has a 12"x12" wall sleeve/ access door into the electrical closet for easy access to the electrical panels.

### *PUBLIC SPACES: LOBBY & CONCOURSE*

Location of the concessions operator's portable concessions equipment utility boxes

- Outside of Multi-Purpose Meeting Room #3 in pre-function space
- South of registration area in pre function space
- Outside of west women's restroom in pre-function space
- Outside of east women's restroom in pre-function space
- Southeast of Multi-Purpose Meeting Room #8 in the Pre-Function space.

Utilities located in each box (e.g. electrical, communications water and drain line).

- Portable concessions outside of both women's restrooms have hot and cold water connections, electrical, communication, and a floor sink/drain.
- All other portable concessions have cold water connections, electrical, communications, and a floor sink/drain.

Available power in each box (e.g. two or three phase and amt.)

- Each portable concessions has (1)-208V NEMA 460R-12 receptacle and (1)-data outlet with a minimum of 2 connections.

Available power at locations throughout Public Spaces

- Wall outlets are strategically placed throughout the Pre-Function space to provide (1)-120V, 20A duplex receptacles at each location and a select few are specified to be Ground Fault Circuit Interrupters as required.
- Data outlets are strategically placed around Pre-Function space and include (1)-Cat 6 cable 2 connections and (1)-6-Strand SM fiber cable 4 connections.



## APPENDIX B

### CODE CRITERIA FOR SEATING LAYOUT IN LeCONTE HALL

Standard seat size: 18" wide x 22" deep

30 seats in a row requires a width of 17" from front of chair to back of chair or 39" from back of seat to back of seat.

Minimum clear width of 12 inches between rows shall be increased by 0.3 inches for every additional seat beyond for every seat beyond 14 seats.

Minimum aisle width 42" seating on both sides; 36" seating on one side.

Aisle width shall provide sufficient egress capacity for the number of persons accommodated by the catchment area served by the aisle.

Aisle width = number of people in catchment area x .15" per person.

Each event must provide seating layout with dimensions to be reviewed and approved by City of Pigeon Forge Codes Department. The above is only a guide for the basic of seating design taken from 2006 International Building Code.

The maximum travel distance to an exit is 250 feet.