



2012

**RANCHING & WILDLIFE
EXHIBITOR HANDBOOK**

HOUSTON LIVESTOCK SHOW AND RODEO™

PO Box 20070

HOUSTON, TEXAS 77225-0070

832.667.1000

REVISED: SEPTEMBER 27, 2011

**THIS HANDBOOK MUST BE KEPT IN THE
BOOTH FOR REFERENCE**

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MANAGING YOUR LEASE AGREEMENT

RANCHING & WILDLIFE EXHIBITOR LEASE AGREEMENT DUE DATES

The following items are due in the Houston Livestock Show and Rodeo (the "Show") offices on or before the specified dates.

<u>Date Due</u>	<u>What is Due</u>
December 1, 2011	<ul style="list-style-type: none">• Executed 2012 Ranching & Wildlife Exhibitor Lease Agreement (the "Lease") Lease should be executed online (see information on pages 12-15). Product information must be updated when the lease is executed.• Lease payment, as specified in the Lease• Variance requests
January 31, 2012	<ul style="list-style-type: none">• Certificate of insurance coverage• Final changes to product list/menu and booth design

GENERAL LEASE INFORMATION

Product Lists

As part of the contract process, we review the product list and menu that each exhibitor submits. Our goal is to address product saturation while still preserving your business profitability. To this end, the products approved for sale may change from year to year.

All items available for sale or distribution in your booth must be on your approved product list. If an unapproved item is found in your exhibit space, the Show will issue an Incident Report for the violation. The Show may also require unapproved items to be removed from the exhibit space.

Selecting Merchandise

When selecting merchandise for your booth space, please consider the following rules and regulations:

1. No merchandise with any of the Houston Livestock Show and Rodeo™, RODEOHOUSTON, NFR, PBR, PRCA, or other "Rodeo" marks will be allowed in any exhibit space by any entity without proper authorization.
2. No copyrighted merchandise may be displayed or offered for sale without proper authorization.

3. Absolutely **NO** weapons (i.e. guns, knives, spears, arrows, bull whips, etc.), whether real, toy, or replicas may be sold or displayed in any exhibit space.
4. No merchandise bearing the Confederate flag, in whole or part, may be sold or displayed in any exhibit space.
5. The sale or display of any tobacco products or products promoting tobacco is prohibited.
6. The Houston Livestock Show and Rodeo reserves the right to prohibit any merchandise that, in the Show's sole judgment, is highly controversial or that may detract from the general character of the Show (i.e., the Confederate flag, items with profanity or of a lewd nature).
7. No chewing gum, balloons, or adhesive stickers (bumper stickers, etc.) may be sold or distributed.

Managing Product Lists

Product lists and menus are managed through the online lease management system. Instructions for accessing your lease agreement and managing your product lists and menus can be found on page 15. When managing your product list:

- Please try to submit as many of your changes on one request as possible. This not only helps us to manage the number of change requests coming in, but also gives us a better opportunity to consider your product offerings as a whole.
- Please try to send in your changes as early as possible. The volume increases significantly as the Show approaches, and our ability to respond quickly is diminished. We do not want to impede your ordering process.
- Please list one item per line and select a category for each product available for sale. The listing should provide a medium level of detail. For example, "women's jeans" is an acceptable product listing, but "women's clothing" is too broad. It is also unnecessary to list all brands of jeans available for sale.
- Food and attraction exhibitors should provide pricing for every item.
- Your change submission is not considered approved until it has been marked as approved by the Show.

Requesting a Space Change

Exhibitors who are interested in changing their booth space should fill out a Booth Survey Form. This includes requests for more space, space relocation and/or requests for an additional booth. The information provided on this form will give us a better understanding of your needs. The form can be found on our web site in the Commercial Exhibitor section under "Exhibitor Forms". Please see page 6 for instructions on accessing the form and a complete guide to our web site, www.rodeohouston.com.

- Requests will be considered based on space availability, longevity as an exhibitor in our Show, quality of your booth display, adherence to Show policies and proximity to like exhibitors.

- Requests received prior to July 1, 2011 will be considered before lease agreements are issued for the 2012 Show.
- All requests (including those received subsequent to July 1) will be given full consideration again in early November, after the contract and deposit deadline has passed.
- If we are able to accommodate your request, we will notify you by telephone prior to finalizing the move or expansion. If we are not able to accommodate your request, we will keep your Booth Survey form on file in case additional space should open up closer to the Show.

The Show will make every effort to accommodate your request. The Show will also make every effort to avoid moving an exhibitor who has not requested relocation. However, there are instances where exhibitor moves may be unavoidable. In these cases, the exhibitor will be contacted prior to the move and all options discussed before a final decision is reached.

Solicitation of Sales

Exhibitors may not solicit from outside their designated exhibit space. The only exception to this rule will be sales of merchandise by the Houston Livestock Show and Rodeo, its designated agent(s), and those with express written permission.

Subleasing

Subleasing of booth space by an exhibitor is not allowed. Booth space is only to be used by the exhibitor and for the products stipulated in the contract. Signage for any other exhibitor than the one stated on the contract is not allowed, unless written permission is received from the manager of Commercial Exhibits or executive director of Exhibits and Attractions.

HLSR WEB SITE

The Houston Livestock Show and Rodeo™ web site can be found at **www.rodeohouston.com**. There is a special Exhibitor Information area, which you can access by selecting the orange “Exhibitor/Competitor Access” button at the top of the page, and then “Commercial Exhibitors.” From this page, you can access critical exhibitor information, including the 2012 Exhibitor Application, the 2012 Exhibitor Handbook, the Exhibitor Login area, a list of important dates, and our contact information. We will add additional information as it becomes available (for example, maps, service provider order forms and the food permit application). Please utilize this resource as you prepare to exhibit in the 2012 Show.

INSURANCE REQUIREMENTS

All exhibitors (referred to as the “Lessee” in contractual and insurance documents) will carry insurance with insurance carriers acceptable to the Houston Livestock Show and Rodeo (defined as a company or companies having an AM Best rating of A-VI or better), with the coverage, endorsements, and minimum limits of liability required by the Show,

against all claims for damages caused by bodily injury, including death, to employees and third parties and claims for property damages.

Exhibitors are also required to ensure that all contractors and third-parties performing work or providing services in connection with their lease agreement also carry insurance which meets the terms, requirements, and minimum limits of liability required by the Show.

The exhibitor's Insurance Certificate, with proper coverage limits and wording as outlined below, is due in the Show office no later than January 31, 2012. Failure to provide an original, complete Certificate of Insurance that fully complies with the standards outlined below places the exhibitor in violation of the 2012 Houston Livestock Show and Rodeo Ranching & Wildlife Exhibitor Lease Agreement. The Show has the right to revoke the lease agreement and the exhibitor forfeits all monies paid. Copies cannot be accepted.

Required Limits Coverage for Commercial General Liability Insurance

The Show requires each exhibitor to carry the following minimum limits of coverage:

Each occurrence	\$1,000,000
Damaged to rented premises (each occurrence)	\$300,000
Personal and advertising injury	\$1,000,000
General aggregate	\$2,000,000
Products	\$1,000,000

Certificate Holder

The Certificate Holder on the insurance certificate provided to the Show by the exhibitor shall be listed as:

HLSR Inc.
Attn: Commercial Exhibits
P.O. Box 20070, Houston, TX 77225-0070

Cancellation Notice

The exhibitor is required to provide the Show with thirty (30) days written notice of cancellation of the exhibitor's policy.

Additional Insureds

The following shall be listed on exhibitor's insurance policy as additional insureds:

1. The Houston Livestock Show and Rodeo, Inc.
2. The Houston Livestock Show and Rodeo Education Fund
3. Corral Club, Inc.
4. The Houston Livestock Show and Rodeo Endowment Foundation

Primary and Non-Contributory Language

The exhibitor's insurance shall be stated to be primary and non-contributory with any insurance carried by the Show.

Waiver of Subrogation

The exhibitor grants to the Show, on behalf of any insurer providing insurance to exhibitor with respect to any of the perils for which exhibitor has agreed to provide insurance, a waiver of any right of subrogation that any insurer of one party may acquire against the other by virtue of payment of any loss under such circumstance.

Show Dates

Exhibitor's insurance should cover the following dates, which include move-in, Show, and move-out dates: **February 26, 2012, through March 4, 2012.**

Sample Wording

The preceding information may be worded as follows and included in the Description of Operations within exhibitor's insurance policy. A sample certificate can also be found following this section in the Handbook.

Description of Operations:

Houston Livestock Show and Rodeo, Inc., The Houston Livestock Show and Rodeo Education Fund, Corral Club, Inc., and Houston Livestock Show and Rodeo Endowment Foundation are named as additional insureds when required by written contract with respects to premises leased to the named insured. The coverage provided to any additional insured is primary and non-contributory and a waiver of subrogation is provided on their behalf. Show dates: February 26, 2012, through March 4, 2012.

Optional Insurance Contact

If an exhibitor does not have a carrier to provide insurance coverage, he may contact the following insurance broker regarding available coverage:

Robert E. Paine, IV
John L. Wortham & Son, L.L.P.
PO Box 1388
Houston, TX 77251
713.346.1458

The Houston Livestock Show and Rodeo derives no benefit and makes no representation regarding the quality or cost competitiveness of John L. Wortham & Son, L.L.P. The Insurance provided by John L. Wortham & Son, L.L.P. is a special-event policy that protects the exhibitor for bodily injury or property damage to third parties while exhibiting during

the 2012 Show in Reliant Park. Participants in this program will receive a confirmation evidencing that they are an additional insured under the policy.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER XX P.O. Box XXXX XX	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED YOUR COMPANY NAME YOUR STREET ADDRESS CITY, STATE, ZIP	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURERS AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: XYZ INSURANCE COMPANY</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> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: XYZ INSURANCE COMPANY		INSURER B:		INSURER C:		INSURER D:		INSURER E:	
INSURERS AFFORDING COVERAGE	NAIC #												
INSURER A: XYZ INSURANCE COMPANY													
INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													

COVERAGES
 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 RELY UPON, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADDL LTR INSD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT / PPL. ES PER POLICY: <input type="checkbox"/> PRO. <input type="checkbox"/> SUBJ. <input type="checkbox"/> LOC	123ABC POLICY	XX/XX/XXXX	XX/XX/XXXX	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Per person) \$ PERSONAL & ADJ INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOUND AGE \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HOLED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe below SPECIAL PROVISIONS below OTHER:				<input type="checkbox"/> STATE TORY LIMITS <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Houston Livestock Show and Rodeo, Inc., the Houston Livestock Show and Rodeo Educational Fund, Corra Club, Inc., Rodoc Institute for Teacher Excellence, and Houston Livestock Show and Rodeo Endowment Foundation are named as additional insureds when required by written contract with respects to premises leased to the named insured. The coverage provided to any additional insured is primary and non-contributory and a waiver of subrogation is provided in their favor.

CERTIFICATE HOLDER HLS&R, INC. ATTN: COMMERCIAL EXHIBITS PO BOX 20070 HOUSTON, TX 77225	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE:
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IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

LEGAL AND ENFORCEMENT SUMMARY

The Houston Livestock Show and Rodeo management reserves the final, absolute right to interpret rules and regulations and to arbitrarily settle and determine all matters, questions, or differences in regard thereto, or otherwise arising out of, connected with, or incident to the Houston Livestock Show and Rodeo. It further reserves the right to determine unforeseen matters not covered by these rules and to amend or add to these rules as in its judgment as it may determine necessary.

1. **Failure of an exhibitor to abide by all rules, regulations, specifications, guidelines, and requirements as set forth in the 2012 Ranching & Wildlife Exhibitor Lease Agreement and 2012 Ranching & Wildlife Exhibitor Handbook may, at the sole discretion of the Houston Livestock Show and Rodeo, result in forfeiture of all monies, rights, and privileges.**
2. By this reference, the Handbook is incorporated into and becomes a part of the signed lease agreement. By signing the agreement, the Lessee (exhibitor) agrees to abide by the Rules and Regulations of this Handbook. It is also agreed and assured that all employees have been made aware of its contents.
3. **Any incident of non-compliance with any part of this book is considered a breach of agreement and may be cause for immediate expulsion from the Show.** Violations of the rules and regulations set forth in this Handbook will result in:
 - a. First Violation: verbal and written warning
 - b. Second Violation: \$100.00 fine, payable prior to opening of exhibit next day
 - c. Third Violation: \$500.00 fine, payable prior to opening of exhibit next day
4. The various logos of the Houston Livestock Show and Rodeo and RODEOHOUSTON are registered trademarks and may NOT be used under any circumstances **without prior written permission** from the marketing division of the Houston Livestock Show and Rodeo.
5. Exhibitors are bound by the terms on the lease agreement they sign at the time of securing the exhibit space. In addition, they are under the strict supervision of the Houston Livestock Show and Rodeo management and its agents.
6. Houston Livestock Show and Rodeo management reserves the right to establish and enforce whatever rules are necessary for the regulation of exhibits.
7. Exhibitors must comply with all rules, regulations, and requirements of the fire marshal, the City of Houston Health Department and any governmental entity having jurisdiction over these premises.
8. The Houston Livestock Show and Rodeo makes no representations or warranties, expressed or implied, as to the number of visitors or estimated sales of exhibitors.

ONLINE LEASE MANAGEMENT

All 2012 lease agreements and payments must be processed through the Exhibitor Login site. If you have trouble utilizing the web site, please call the Commercial Exhibits department and we will be happy to assist you.

Accessing the Site

1. To access the site, please visit **www.rodeohouston.com**. Choose the orange button at the top right hand side of the page that reads "Exhibitor/Competitor Access". Then, select "Commercial Exhibitor" to load the information page. **Do not select "Member Login" as that will take you to our Membership site instead.**
2. Please select "Login Area" from the menu on the left to open the secure exhibitor online system in a new window.
3. Enter your username and password. If you have forgotten either, please select the corresponding buttons to retrieve your account information. If you select "Forgot your password", your account password will be reset and sent to your email address on file. You must then select a new password immediately upon accessing your account with the temporary password. Users who have not set up an authentication account will need to set one up on the first visit. To set-up a new account:
 - Select "Sign Up for a New Account" from the Login page. If you are a member of the Show already, you will need to create an authentication account that is different from the one that is linked to your personal member number, or in other words, you must use a different email address and user name than you use in the Membership System.
 - Complete all available fields, then "Submit" your account information. Upon successful completion of your account set up, you will be directed back to the login page. Please enter the Username and Password that you've just created.
 - You will likely be prompted to link your new user account to your customer account. To do so, you will need to enter your Customer Number and your unique Key Code, both of which can be found in the box on the top right corner of the first page of your invitation letter to the 2012 Show. After you have linked your accounts, you will need to log in one last time to enter the site.
4. Once in the system, you will see two tabs: Lease Summary and Account Balance.
5. The Lease Summary Tab allows you the following functions. **It is your responsibility to keep your information current through this web site.**
 - Contracts: View each booth space contracted to your company and the corresponding lease terms. If multiple contracts exist, you must select one in order to proceed.
 - Exhibitor Customer: Update address and other contact information.
 - Contacts: List any additional contacts for your company.
 - Lease Information: Change your Rodeo display name, if different from your legal name. This name will be used in all Show print publications, including maps, booth signage, Visitor Guide and web site listings.
 - Lease Information: Update the product category in which you would like your booth to be listed in HLSR print publications; submit the year you initially became an HLSR exhibitor; add your Texas State Tax ID number for our records.
 - Products: View products and menu items approved for sale in your booth. Submit requests for new products and pricing changes. See page 15 for further information.

- Checklist: View the status of submission deadlines (acceptance of lease terms, deposit, balance, certificate of insurance, booth layout).
 - Space(s), Lease Terms and Payment: View space assignments and pricing; view and print lease terms, make initial payment.
6. The Account Balance Tab allows you the following functions. It is your responsibility to process your payments by the applicable due dates.
 - View statements, invoices and credit memos
 - Make a payment on open invoices
 7. Help is available in each section by clicking the question mark (?).

Executing Your Lease Agreement Online

1. Select the contract you would like to execute or make changes to in the "Contract" box. If you have more than one contract, it is critical that you follow this step before proceeding.
2. After reviewing and verifying your contact information, exhibit category, display name and product list, please expand the "Space(s), Lease Terms and Payment" box. **You must scroll all the way to the bottom of the page to find this box.**
3. Review the space assignments and pricing.
4. Select a payment amount (must fall between the deposit amount and the full rental amount). You can make a payment by ecard (credit card) or echeck. We accept credit card payment from Visa, MasterCard, Discover and American Express.
5. Click on the link that reads "Please click here to read the general Lease Terms before agreeing." The lease terms will open up in a new window. **You must open these lease terms in order to process your payment. Once you have finished reviewing the terms, please minimize or close this window to return to the main webpage.**
6. The lease terms reference information provided on the Lease Summary Tab. You can print a Lease Summary by clicking the link at the top of the webpage, "Clicking here emails the printer friendly Lease Summary."
7. Once you have read and agree to the terms, click the "I agree" button below the link to add your electronic signature to the terms. **Your signature will not be processed without payment.**
8. Finally, you will be prompted to type the encrypted code shown on the bottom of the screen into the box provided.
9. Once you have completed all steps listed above in the same online session, click the "submit" button. A box will pop up asking if you are sure you want to submit the payment. Please click "yes".
10. You will be directed to a page confirming the payment receipt. This receipt will also be emailed to you at the email address associated with your login account. Please keep a copy of this receipt for your records.

Managing Your Product List and Menu Items

1. Once you are logged into your account, select the contract you would like to make changes to in the first box (see pages 13 - 14 for online login instructions). If you do not select a contract, you will not be able to make any changes to your account.
2. Scroll down to the "Products" box and expand its contents.
3. To add new products, select "add" and then type in the name and product type. The status will automatically be selected as "changed."
4. **Please enter only one product per line so that your items may be reviewed individually. Once you select "add" a new line will be visible for your next item. There is no limit to the number of product lines available to you.**
5. To delete a product you no longer wish to sell, find the line item and select "delete" on the left hand side of that item. Please be sure you truly want to delete this item, as the only way to add it back is by resubmitting the item as a new product.
6. If you wish to make a change to a product that is already listed on your account, select "Edit" and make changes. For example, you can update an item that is misspelled or incorrectly priced (food and attraction exhibitors).

Once you submit your changes, an email is automatically sent to our office to initiate the review process. Within one week, you will receive an email verifying that your request has been considered, and our decisions will be visible in your account. The email will be sent to the contract signor, whose address is visible in the Exhibitor Customer box on your online account.

PLANNING YOUR EXHIBIT SPACE

All exhibit booths must be open and operating beginning Tuesday, February 28 through Saturday, March 3 during the stated hours. Failure to do so represents a contract violation that could result in immediate remedial action and/or forfeiture of future invitations to exhibit at the Show.

Exhibit booths must remain open and fully set up until closing time each day. Closing procedures will begin at closing time, not before. Please help us ensure our exhibit areas are open and inviting to the public during all published exhibit hours.

Exhibitors may be asked to stay open later on days when we anticipate large crowds at the Rodeo. You will be notified of these dates in mid-January after the 2012 concert line-up is announced.

Reliant Center	Tuesday – Thursday	10 a.m. – 8:30 p.m.
<i>All Exhibitors</i>	Friday – Saturday	10 a.m. – 9 p.m.
Outdoor Exhibitors	Sunday – Thursday	10 a.m. – 9 p.m.
	Friday – Saturday	10 a.m. – 10 p.m.

BOOTH DESIGN

All exhibitors must submit a booth layout to the Show for approval. The layout, which should include a floor plan with dimensions and photos or artistic rendering, is due to the manager of Commercial Exhibits no later than November 1, 2011. New exhibitors will be required to turn in their booth layout no later than the lease agreement due date.

Variations

Any variance from the design guidelines below must be requested by the exhibitor in writing. Variance requests are due to the manager of Commercial Exhibits by December 1, 2011. Variations are not considered approved until the exhibitor receives a written statement of approval from the manager of Commercial Exhibits.

Exhibitors must keep a copy of the variance approval onsite during move-in, set-up and Show.

If an unexpected event during set-up requires a variance to the booth design rules, the exhibitor is responsible for immediately notifying the manager of Commercial Exhibits of

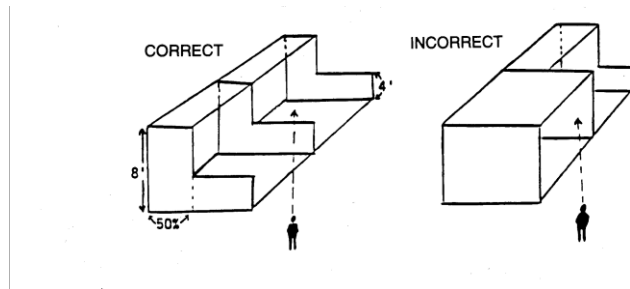
the request. Agreements between neighboring exhibits which are not approved by the manager of Commercial Exhibits will not be recognized.

Design Guidelines – All Exhibitors

- All booth design and decoration must incorporate a Western theme.
- Any booth that, in the opinion of a Show official, appears to be structurally challenged by equipment or merchandise sitting, hanging, resting, etc., on the booth may have to be certified as structurally adequate by a professional engineer. The responsibility of securing this certification is solely upon the booth owner.
- Exhibits must be free standing and may NOT rely on building structures for support. Some booths may have permanent building structures, such as columns, within the exhibit space. These structures may be incorporated in the booth display but may not be a component of the structure's support.
- Permanent utility fixtures in the building, such as air returns, may not be blocked.
- All utility easements must be kept clear.
- All fire hoses must be accessible. If covered, a sign must be placed above the booth indicating the presence of the fire hose, and it must be easily accessible.
- Each exhibitor is responsible for providing a back and sides for the booth.
 - In **Reliant Center**, back height is required to be between 8 and 10 feet high. This includes signage affixed to the back wall. Variances require advance written approval from the Show's manager of Commercial Exhibits.
- **Merchandise, displays, fixtures, signs or other property of the exhibitor may not extend into the aisles. All elements of the exhibit must be wholly contained within the marked space.**
- Pipe and drape is not permitted. Pipe and drape is defined as a system of upright posts and cross beams supported by base plates from which fabric is hung curtain-style by threading (through a pocket) or tying to the post and beam structure. These configurations generally lack structural support and provide minimal aesthetics to the booth design. Exhibitors who wish to incorporate pipe and drape in their booth design must submit a variance request by December 1, 2011.
- String lights (i.e., "Christmas" lights) are prohibited by the Fire Marshal. They may be displayed (unplugged) if being sold.
- No blinking lights or strobe lights will be permitted within the booth space. This includes booth signage.
- No sound systems, musical instruments, noise makers, loud speakers, microphones, or other sound amplification or broadcast devices of any kind may be used without prior written consent of the manager of Commercial Exhibits, consent of which may be withheld at sole discretion of the Show. Booth sound must be kept at a level that does not interfere with neighboring exhibitors.
- If a US flag is present in an exhibit booth, it must be displayed according to the "Flag Code" as outlined by Federal law.

Additional Design Guidelines – Reliant Center Exhibit Hall Exhibitors

1. Side walls and merchandise displays may not exceed 4 feet in height for the first 4 feet of booth depth. This design specification is intended to ensure that one booth does not visually block another booth's display. Variances will be granted to this rule ONLY if:
 - a. The exhibitor submits a written request for a variance to the 4-foot rule.
 - i. The variance request must be submitted on an annual basis.
 - ii. Variance requests for the 2012 Show must be received by October 28, 2011.
 - iii. Variances are only valid when written approval is received from the Show's executive director of Exhibits and Attractions or manager of Commercial Exhibits.
 - iv. Variances are only valid for one Show year.
 - b. If you exhibited at the 2011 Show, the following criteria (i and ii, plus iii or iv) must be met for a variance to be granted:
 - i. You must submit a variance request by the December 1, 2011 due date; AND
 - ii. Your exhibit side walls at the 2011 Show, as constructed and installed, were of a height greater than 4 feet in the first 4 feet of booth depth; AND
 - iii. Your exhibit side walls as constructed, in the opinion of the Show's executive director of Exhibits and Attractions and manager of Commercial Exhibits, did not and will not create a visual obstruction of a neighboring booth; OR
 - iv. You provide us with written approval from your neighboring booths indicating their written acceptance of your booth walls as constructed.



- c. If you have a pre-constructed booth or grid wall, you may be required to remove panels or pieces of your display to conform to these requirements. We strongly recommend that your booth structure be approved by the manager of Commercial Exhibits prior to arrival or set up.
 - d. Merchandise displays are subject to the same height restrictions as side walls.
 2. Designs of back walls on all booths **MUST** allow for quick access into the utility easement in case of emergency. You may provide access via a door or other opening, which you can merchandise on top of, so long as it can be quickly moved and opened in the event of an emergency.
 3. All utility easements must be kept clear. The utility easement is the 18" of marked space between your booth and the booth behind you, reserved exclusively for utility connections. In the case of booths that are open to two aisles or end cap booths, your utility easement access should connect to the utility aisle of your neighboring booth(s).

4. An open design concept is encouraged. Each booth should be able to accommodate patrons inside the booth space without blocking the aisle or crowding other exhibitors.
5. Microwaves and refrigerators in retail booths should not be visible to the public. Additionally, if a microwave is located inside your booth space, you must display a sign stating “microwave in use” per the health code requirements.
6. Carpets must be secured using double sided tape. No visible duct tape will be permitted.

Additional Design Guidelines – Outdoor Exhibitors

1. Exhibits must be permanent, free-standing, self-supporting structures.
 - Tented food booths are not permitted (except tent structures provided by the Show).
 - Tented retail booths will be highly scrutinized for structural integrity and aesthetic presentation.
2. All utility easements must be kept clear.
 - Exhibitors may not remove, relocate or otherwise reposition any fencing installed by Show personnel. This includes fencing installed along utility easements.
 - Exhibitor space is limited to purchased square footage, or in other words, booths must be wholly contained within the marked space. Exhibitors may not use the area around their space for storage, cooking or other purposes unless indicated on an approved layout or with a written, approved variance from the Show’s manager of Commercial Exhibits.
 - The purchased square footage must incorporate your booth in its entirety, including any hitch, canopy, cooking equipment, etc. Any deviations require a written, approved variance from the Show’s manager of Commercial Exhibits.

Evaluations

All exhibitors will be photographed, evaluated, and/or audited at least once during the 2012 Show. The evaluation process is designed to help exhibitors meet and maintain the Show’s standards of presentation. The results of the evaluations will be considered when offering invitations to future Shows.

Generally, evaluations are based on booth appearance, management and personnel practices, and compliance with the rules and regulations of this handbook and the Ranching & Wildlife Expo exhibitor lease agreement.

BOOTH STAFFING REQUIREMENTS

It is the responsibility of the exhibit booth owner(s) to ensure that all employees staffing exhibits are:

- familiar with the information included in this Handbook;
- knowledgeable about the products/services being sold in the exhibit booth;
- appropriate in appearance; and,
- courteous to all Show visitors, exhibitors, staff and volunteers.

Any situation occurring in an exhibitor's booth space or involving the exhibitor that requires the attention of a Show representative will be documented as an incident. A representative of the exhibitor's booth is required to sign the incident report at the time the report is prepared. A copy of the completed, signed incident report will be left with a representative in the exhibitor's booth.

EXHIBITOR BADGES (GROUNDS PASSES)

Each exhibitor is allotted grounds passes based on square footage leased. The grounds passes are included in the exhibitor packet that is picked up at check-in from the Ranching & Wildlife Committee.

- Ranching & Wildlife Expo Exhibitors will receive three grounds passes per 100 square feet of exhibit space (up to a maximum of 50 exhibitor badges).
- Additional grounds passes may be purchased for \$25 each in the Commercial Exhibits Office (Room D).
- Grounds passes do not include access into Reliant Stadium.
- Grounds passes include access to the Rodeo Express Shuttle Bus service from the Show's Reed Road facility at no additional cost. For information on routes and times, visit <http://www.hlsr.com/guest-services/transportation.aspx>.
- Grounds passes are to be provided only to individuals working in the exhibitor's booth space. Duplication, sale, gifting or exchange of exhibitor grounds passes is prohibited.
- The Houston Livestock Show and Rodeo cannot replace lost exhibitor badges. A new badge must be purchased by the exhibitor in the Commercial Exhibitor Office.

SALES TAX

The Houston Livestock Show and Rodeo provides a listing of all exhibitors to the Texas State Comptroller's office and provides representatives of the Texas State Comptroller's office full access to the Show grounds. Exhibitors are required to charge the appropriate sales tax on all sales and comply with all reporting requirements. **For further information, exhibitors may contact the Texas State Comptroller's Office at 713.426.8200.**

The combined sales tax rate for the City of Houston and Harris County is 8.25%.

SERVICE PROVIDERS

Each Ranching & Wildlife Expo exhibitor receives an information package further detailing the services provided by the Show's service providers, including contact information, pricing, product listings, and order forms. These packages will be mailed to the exhibitor's address of record by December 2, 2011. The information will also be posted on the commercial exhibitor section of the Show's website (see page 6 for access instructions).

Decorator

The official Show decorator is **Freeman Decorating** ("Freeman"). For your convenience, Freeman will have a service desk located in the Exhibitor Lounge (just inside Reliant Center Hall E) during move-in. We encourage you to place your order with Freeman Decorating by **February 6, 2012**. Please contact their Exhibitor Service Department at **713.433.2400**.

Please read the important information below regarding booth setup and teardown at the Houston Livestock Show and Rodeo. The Show cannot provide equipment or labor to assist exhibitors in either the transporting of materials or booth setup or dismantling during move-in, Show time or move-out.

Union Regulations

To assist you in planning your participation in the Houston Livestock Show and Rodeo we are certain you will appreciate knowing in advance what services are available and what Freeman can offer each exhibitor to make your show experience smoother in setup and teardown. Freeman can provide union labor, which may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

Carpenters Local 551

Currently, Freeman has an agreement with the Carpenters 551 to provide labor for display installation and dismantling. Employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any local services that may be required beyond what your employees can provide may be rendered by Freeman through Local 551. Labor can be ordered in advance by filling out the Display Labor section in the Freeman order form, or on Show site, at the Freeman Service Desk.

This does not prevent exhibitors from assembling their own booths with labor they hire directly and supervise. This is a service that is provided by Freeman to assist exhibitors in installation and dismantling of their exhibit booths.

Material Handling

Exhibitors may hand-carry or dolly with two-wheeled or four-wheeled hand trucks if this equipment is owned by the exhibitor. The Show will not be able to provide rent or loan equipment to exhibitors for use in the setup, supplying or teardown of the exhibit space. No exhibitor may use forklifts or motorized equipment to unload equipment, supplies or materials in setup or teardown or daily supplying of exhibit space without the express written permission of the Show. This excludes outdoor food exhibitors in the daily supplying of their exhibit space (exhibitors supplying food and staples). Freeman is the authorized provider of exhibitor services and can provide the manpower and equipment to assist exhibitors with the setup, supplying and teardown of the exhibitor's booth.

Non-Alcoholic Beverages – Coca-Cola

All non-alcoholic beverages sold at the Show must be Coca-Cola products (please see additional information in Exclusivity section). All Coca-Cola products must be purchased through the local Coca-Cola designated distributor. Contact information for the designated 2012 distributor will be provided in Fall 2011.

Electrical

One 110-volt electrical outlet with one plug **only** is provided to each exhibitor. The outlet will provide 500 watts (or approximately 4 amps) of power per 100 square foot of exhibit space. This is the electrical service included in the exhibit fee, and it will provide basic power to run general lighting, computers and cash registers. Each exhibitor must supply their own surge protector/ power strip to distribute power to the equipment within their exhibit booth space.

Note: All extension cords must be a minimum of 14 gauge, 3 wire, grounded. The use of the small 2 wire extension cords is strictly prohibited by the National Electrical Code, and exhibitors using these will not be allowed to connect to the electrical distribution.

Examples:

An exhibitor leasing a 10 foot by 10 foot exhibit space will have one 110-volt electrical outlet with one plug providing 500 watts (or 4 amps) of power.

An exhibitor leasing a 10 foot by 20 foot exhibit space will have one 110-volt electrical outlet with one plug providing 1,000 watts (or 8 amps) of power.

If you require additional electrical service, please make arrangements with **Harper Wood Electric Company** (“Harper Wood”). We strongly encourage you to place your order in advance of move-in. For your convenience, Harper Wood also will have a service desk located in the Exhibitor Lounge (just inside of Reliant Center Hall E) during move-in.

All orders placed by February 10, 2012, qualify for a pricing discount. We encourage you to take advantage of the discount. Please contact Harper Wood prior to move-in; their phone number is **832.667.2651**. Detailed information regarding your electrical needs will be included in your exhibitor services packet, which will be mailed from HLSR in December 2011.

All exhibit booth wiring shall comply with the National Electrical Code and materials will be UL approved as per the code. If improper wiring is observed by staff or the in-house electrical contractor, it will be documented and the exhibitor will be given 24 hours to correct any problems. If the issues are not remedied by the exhibitor within 24 hours, HLSR reserves the right to disconnect all power to the exhibit space until all issues are resolved.

Telephone & Internet Service

Telephone and Internet service in your booth are available through **SmartCity**. Please refer to the exhibitor services packet for information regarding their services. SmartCity will have a service desk located in the Exhibitor Lounge (just inside of Reliant Center Hall E) during move-in for your convenience.

Should you prefer to contact SmartCity prior to move-in, the phone number is **832.667.3900**. **Please note that all orders placed by February 7, 2012, qualify for a pricing discount.**

Additionally, Smart City offers WiFi service inside Reliant Center Halls A – E and the Reliant Center Lobby for hourly, daily and weekly rates. You will be required to make a payment through your computer, via credit card, at the time you access the network. Please note, the wireless service is not a dedicated service, so exhibitors may want to consider a dedicated line for uninterrupted, secure service.

SIGNAGE

Great signage is great business! We encourage exhibitors to mark their booth space well, so our visitors can find you and remember you.

General Requirements

1. At check-in, the Show will provide a sign displaying the exhibitor booth name and booth number. This sign must be prominently displayed in the booth
2. Signs may not hang from the ceiling or be attached to building walls or columns.
3. All signs (including menu boards) must be professionally produced. Handwritten signs are not permitted.
4. All exhibitors must post a return policy in a prominent location in the exhibitor booth space.
5. Signs must be placed within the exhibitor's leased space and may not block the view of neighboring exhibits.
6. Signs that revolve or blink are prohibited.
7. Signs that read "Discount," "Clearance," "For Sale," or have similar language, are not acceptable.
8. Professionally made signs that read "Rodeo Special" or "Show Special" are acceptable.
9. Tip jars are not permitted.

MOVE-IN DATES AND PROCEDURES

The dates and times listed in this section are the earliest times the exhibitors in the designated area may begin move-in. Move-in times have been carefully scheduled around other activities at Reliant Park to give exhibitors the maximum possible set-up time.

All Ranching & Wildlife Expo exhibitors MUST check-in with the Ranching & Wildlife Committee on the Second floor of Reliant Center, just outside the 200 series meeting rooms, prior to beginning move-in. Check-in must be completed before any equipment, materials, or inventory are delivered to the exhibit site, or before unloading of the exhibit begins.

No move-in at any times other than those stated in this handbook is allowed. Exhibitors who arrive early will be turned away until their scheduled move-in time, and the Show will issue an Incident Report for the scheduling violation.

All exhibit booths must be completely set-up, decorated, stocked, and approved by the Show no later than 12 noon on February 28, 2012. In the event an exhibit is not completed, the Show is entitled to enter upon and take possession of the leased space without any obligation to give prior notice of its intent to do so. The Show may then re-let the space on such terms as the Show may deem appropriate.

If you have any issues during move-in, please contact a Ranching & Wildlife committee member in the exhibit area. Alternatively, you may contact the Commercial Exhibitor Office in the Reliant Center lobby, next to the Hall D ticket office, or by calling 832.667.3550.

EARLY MOVE-IN REQUESTS

Early move-in will be granted on a limited basis for exhibitors with extensive set-up requirements. Requests for early move should be addressed to the manager of Commercial Exhibits and must be received in writing by January 31, 2012. The request should include a compelling reason for the adjusted time. An early move-in is only permissible by written letter from the manager of Commercial Exhibits. The letter granting permission for early move-in must be presented by the exhibitor at check-in and kept in the booth space during move-in and set-up.

MOVE-IN TIMELINE

The dates and times listed in this section are the earliest times the exhibitors in the designated area may begin move-in.

Move-in Date	Exhibit Locations	Move-in Times
Sunday, February 26	Reliant Center Mezzanine , all locations Outdoor Locations , all locations	12 noon – 6 p.m.
Monday, February 27	No Move In permitted	
Tuesday, February 28	Show opens at 10 a.m., All set up activities must be completed by 9 a.m.	

MOVE-IN LOGISTICS

Please plan and execute your move-in in a courteous and safe manner. Please follow these guidelines during move-in:

General

- Always follow directions given by security officers, Show staff and Ranching & Wildlife committee members.
- Please do not, at any time, completely block aisles, roads, or doorways with vehicles, trailers, merchandise, or booth materials.

Vehicles and Trailers

- Vehicles are not permitted inside the buildings after 3 p.m. on Sunday.
- All exhibitors will be provided a move-in information pass for their vehicle.
 - The information pass must be kept on the dashboard of the vehicle whenever the vehicle is on Reliant Park property between February 20 and 27.
 - One side of the information pass will have the exhibitor’s name and on-site contact phone number. This side must remain face-up on the dashboard at all times.
 - The other side of the information pass will say “Tow Immediately.” If the contact information is not visible, or the information pass is missing, a Commercial Exhibits representative may be contacted and the vehicle immediately towed.
- **No trailers will be allowed on the grounds until that exhibitor’s scheduled move-in.** Trailers found on property before the scheduled move-in date are subject to removal.
- Trailers must be parked attached to the transport vehicle so that if a move needs to be facilitated, it can be done quickly.
- **Do not leave trailers unattended in the dock area.** This impedes the move-in process for both commercial and livestock exhibitors, as well as the set-up efforts of the Show’s

staff and volunteers. All unattended vehicles will be towed, and offenders may forfeit future invitations to exhibit in the Houston Livestock Show and Rodeo.

Parking

- For parking during move-in, enter Reliant Parkway (Gate 2) via Fannin (see map on Appendix C).
 - The first time you enter, you may not have checked in with the Commercial Exhibits Office and may not have your parking pass.
 - Be patient and follow instructions from the security officer for obtaining your parking pass.
- Beginning February 28, exhibitors will be required to park in the lot associated with their Show-issued parking pass.
 - Be extra cautious when entering and exiting the gates, paying particular attention to pedestrian traffic, golf cart and tram traffic and rail system and bus operations.
 - Please follow the directions of the security officers managing the gates and parking areas.

Reliant Center (RC) Exhibitors

- Reliant Center and Reliant Center Lobby exhibitors will enter the complex through North Stadium Drive from February 21 to February 27 for unloading purposes only.
 - The first time you enter, you will not have checked-in with the Ranching & Wildlife Committee and will not have your move-in pass.
 - Be patient and follow instructions from the security officer for obtaining your move-in pass.
- Use the docks behind Halls B, C and D and the roll up door on the West side of the building. Exhibitors are not permitted to use the docks behind Hall A or E or the roll up door on the East side of the building.
- Vehicles are not permitted inside Reliant Center after 3 p.m. on Sunday, February 26, 2012 or at any time on Monday, February 27, 2012.
- Vehicles are not permitted along the perimeter of the building on Monday, February 27, 2012.

Outdoor Exhibitors

- Outdoor Ranching & Wildlife exhibitors may enter the complex through North Stadium Drive from February 21 to February 27 and through Holly Hall (Gate 3) from February 23 to February 27 for unloading purposes only.
 - Exhibitors entering North Stadium should drive from Gate 12, around the East side of Reliant Center, to their respective exhibit area (see map on Appendix C).
 - The first time you enter, you will not have checked-in with the Ranching & Wildlife Committee Office and will not have your move-in pass.
 - Be patient and follow instructions from the security officer for obtaining your move-in pass.

CHECK-IN PROCEDURES

Exhibitors are required to check-in with the Ranching & Wildlife Committee prior to beginning move-in. The Ranching & Wildlife Committee is located on the Second level of Reliant Center, near the 200 series meeting rooms. Exhibitors may check-in at the following times:

Ranching & Wildlife Committee Hours for Exhibitor Check-in

Sunday, February 26	8 a.m. – 9 p.m.
Tuesday, February 28	9 a.m.

Ranching & Wildlife Expo exhibitors should expect the following to happen during check-in:

- Exhibitors receive their exhibitor packet, which includes exhibitor grounds passes, parking permits and other important Show information.
- Exhibitors receive their booth sign, which must be prominently displayed in the exhibitor's booth space.
- Exhibitors will provide the name, local address and telephone number of the person in charge of the exhibitor's booth. If the exhibitor has a telephone in the booth, that number is to be provided as well.
- If needed, Ranching & Wildlife exhibitors will have the opportunity to purchase additional exhibitor grounds passes, golf cart permits and restocking space. These items are sold in the Commercial Exhibitor Office in the Reliant Center Lobby, just outside the entrance to Hall D.

SHOW TIME EVENTS

SHOW TIME SERVICES

BANKING FACILITIES

The Show provides an onsite banking service for change making purposes only. These services are available to the Show's exhibitors for business purposes only. The bank is located at the ticket office windows next to Hall C in Reliant Center. The permanent sign over the windows says "Hall C Tickets." **Bank hours are: 9 a.m. to 6 p.m. Sunday – Thursday and 9 a.m. to 8 p.m. on Friday and Saturday.**

DELIVERIES/SHIPMENTS

Any deliveries or shipment must be scheduled to arrive after your official check-in with the Ranching & Wildlife Committee. This includes U.S. Mail, Federal Express, UPS, and commercial deliveries. Rules for deliveries are:

1. All deliveries must be addressed to the exhibitor, exactly as follows. Failure to follow these addressing guidelines may result in refusal or misdirection of deliveries.
Company/Booth Name (as appears on contract)
Booth Number(s)
C/O Houston Livestock Show and Rodeo
Reliant Center – Ranching & Wildlife Expo
8334 Fannin Street
Houston, TX 77054
2. **DO NOT** address any deliveries in care of staff members or volunteers of the Houston Livestock Show and Rodeo.
3. The Houston Livestock Show and Rodeo will NOT accept delivery on behalf of any exhibitor. Deliveries that do not adhere to the above guidelines will be refused and any subsequent charges or losses will be the sole responsibility of the exhibitor.
4. The Houston Livestock Show and Rodeo is not responsible for lost or misdirected shipments or packages.
5. Any changes to these shipping procedures will be mailed to all exhibitors with the exhibitor kit in early December.

EXHIBITOR LOUNGE

The Ranching & Wildlife Committee hosts a lounge area for all exhibitors to take a break and enjoy a refreshment. The lounge is located in room 206 on the Reliant Center Mezzanine Level, and will be open February 28 – March 3, 2012 during Show hours for your convenience. As a courtesy, we ask that you wear your exhibitor badge when entering the lounge.

FIRST AID

In the event of an emergency, the first responder should call the Show's Safety office (832.667.3616) or 911, if needed.

The Show's Safety Committee provides first aid services at multiple locations on the Reliant Park grounds:

Reliant Center: First Aid is located in Room 109E off the main lobby outside Hall E and in the First Aid Room off the main lobby outside Hall C. Telephone number: 832.667.3616.

Reliant Arena: First Aid is located south of the Arena proper. Telephone number: 832.667.3616.

LARGE ITEM PICKUP

Exhibitors selling large or heavy items, such as furniture, should coordinate with the Commercial Exhibits Committee to obtain a gate pass for customer pick up. The committee will issue a "Large Item Pickup Pass" which will be valid for two hours from the time of issue for either Gate 2 (Fannin Street) or Gate 12 (North Stadium), whichever is more convenient to the booth or trailer. This pass is only good for access into the gate for loading purposes and does not grant parking privileges. If you are unable to pick up a pass from the Commercial Exhibitor Office, please call 832.667.3550 and a committee member will try to deliver one at their earliest opportunity. For security reasons, we are not able to issue a gate pass directly to a member of the public without the exhibitor representative present.

MOTORIZED VEHICLES

All exhibitors are expected to follow Show policies with respect to motorized vehicles and other modes of transport. These policies have been developed to ensure the safety of the public and all other onsite personnel. **Any violation of these rules will result in forfeiture of current permits and rights to utilize motorized vehicles in future years; violations may also result in forfeiture of your invitation to participate in future Shows.**

1. All motorized vehicles must be properly permitted. Permits are issued during move-in for a fee of \$50. To obtain a permit, you must have the golf cart, a copy of your insurance

policy and a payment receipt from the Commercial Exhibitor Office. Permits are issued at the Show's Equipment and Acquisitions building, which is located at the east end of the Show's warehouse (behind Reliant Center Hall A).

2. Exhibitor motorized vehicles, **including golf carts**, are prohibited on the grounds at all times except during restocking hours. Outside of operating hours, all motorized vehicles must be parked in designated or permitted areas. **NO EXCEPTIONS.**
3. Golf cart permits will only be issued to golf carts and utility type vehicles.
 - Our definition of a utility cart is a four wheeled vehicle with a bench seat and a utility box on the back.
 - Motor scooters, four wheeled ATV's or any other vehicles intended for all-terrain usage will not be allowed on the Show grounds. Exceptions will be made for ATV's that meet the criteria of a utility cart, such as a mule or John Deere Gator.
4. Open alcoholic beverage containers are not allowed on any cart or in any vehicle.
5. Drivers are not to be under the influence of any controlled substance.
6. Pedestrians ALWAYS have the right-of-way. Drivers are to be courteous and patient.
7. All cart and vehicle users are to abide by all instructions of Show management regarding cart and vehicle usage on the grounds.
8. Reliant Park policy prohibits Segway personal transporters, or similar two-wheeled, self-balancing electric vehicles, unless used for ADA compliance. Park policy also prohibits use of such vehicles inside any facility at Reliant Park.
9. The use of bikes, trikes, skateboards and any other wheeled modes of transportation is prohibited on Show grounds.

PARKING

The Houston Livestock Show and Rodeo designates as much parking as possible for our visitors. Each exhibitor will receive two onsite parking passes, at least one of which will be in a parking lot within a reasonable walking distance of your exhibit area.

Employees who do not wish to pay for parking should ride the complimentary shuttle bus from the HLSR Reed Road facility, which will be in operation from 5:00 a.m. – 2:00 a.m. each day of the Show. **The parking and shuttle transportation are free to those with an exhibitor badge.** The Reed Road lot is monitored by 24-hour mounted patrol. The shuttle drops-off and picks-up at the Holly Hall entrance, which is convenient to both Reliant Center and Reliant Arena. The shuttle leaves Reed Road approximately every 25 minutes and the ride is approximately 10 minutes to Reliant Park.

Additional Information

- Exhibitors may park in any lots designated for public parking, but they will be required to pay the daily parking fee.
- Parking is limited and is first come, first serve. Permits do not guarantee access to Reliant Park.

- Exhibitors may not duplicate or sell an assigned parking permit under any circumstances. Any exhibitor who violates this risks losing their invitation to future Shows.
- Due to the limited availability, the Houston Livestock Show and Rodeo cannot replace lost parking permits. Please count your passes carefully when they are issued at check-in and keep them in a secure location for the duration of the Show.
- If a parking permit is found that is not assigned to you, it must be immediately turned into a Ranching & Wildlife Committee member.
- All parking permits are non-transferable. Credential duplication is strictly prohibited.
- Due to the limited amount of on-site parking, additional parking permits beyond the amount included with your contract will not be sold.

RESTOCKING OPERATIONS

Each exhibitor will receive a parking pass that will be valid during the daily restocking hours **only**. You must present this pass at the North Stadium Gate (Gate 12) to gain access to the Show grounds for restocking. **Your exhibitor parking hangtag will not allow you access into the North Stadium Gate.**

- All exhibitors may restock using motor vehicles between midnight and 9 a.m. No motorized vehicles (including golf carts) are permitted in the restricted cart path areas after 9 a.m.
- The following streets will be open for restocking traffic between 1 a.m. and 9 a.m. on Monday – Friday and 2 a.m. and 9 a.m. on Saturday and Sunday:
 - the street in front of Reliant Arena,
 - Reliant Parkway (the street in front of Reliant Center)
 - Circle Drive (the street around the Reliant Astrodome)
 - Naomi Street
- The following dates represent heavy move-in days for our Livestock exhibitors. Traffic will be congested at the North Stadium Gate (Gate 12) during morning restocking hours. We would encourage you to plan your restocking and delivery times accordingly.

February 27 (Open Cattle)	March 1 (Second Open Cattle)
March 5 (Steer)	March 6 (Lamb & Goat)
March 14 (Heifer)	
- Restocking by hand cart should be avoided during the day on weekends. Please attempt to get fully stocked during the restocking hours.

Trailer Space

The Show has a limited amount of space available to exhibitors for storage of restocking trailers on Reliant Park property (“Restocking Space”). The cost of Restocking Space will be: 20’ trailer = \$150; 30’ trailer = \$200; greater than 30’ trailer = \$325. Restocking Space is sold on a first come, first serve basis and the Show reserves the right to limit the number of spaces sold to any individual exhibitor.

The restocking areas will be open for trailer check-in as follows during exhibitor move-in:

Restocking Check-in Hours

Tuesday, February 21, 2012	8 a.m. – 6 p.m.
Wednesday, February 22, 2012	8 a.m. – 6 p.m.
Thursday, February 23, 2012	8 a.m. – 6 p.m.
Friday, February 24, 2012	8 a.m. – 6 p.m.
Saturday, February 25, 2012	8 a.m. – 5 p.m.
Sunday, February 26, 2012	8 a.m. – 6 p.m.
Monday, February 27, 2012	8 a.m. – 5 p.m.

Empty trailers may not be stored on the Show grounds or in the Restocking Space. Space for empty trailers will be provided free of charge at the HLSR Reed Road facility. Please see the Commercial Exhibits Restocking Team during their published operating hours for a parking permit and driving directions. A map of Reed Road can be found on Appendix D.

No motor vehicles or motor homes (renovated or otherwise) are to be parked in the restocking area. Illegally parked vehicles in the restocking area will be towed immediately.

Exhibitors parking trailers on Reliant Park grounds outside of the restocking area will have the trailers towed at their expense and may forfeit future invitations to exhibit in the Show.

Purchasing Restocking Space

To purchase Restocking Space, please report to the restocking building behind Reliant Center Hall D after you have unloaded items for your booth and are ready to park in your **assigned** Restocking Space(s). **Restocking Space cannot be reserved prior to unloading.**

- You may only purchase Restocking Space for trailers that are currently on property. A representative from the Commercial Exhibits Committee will be on site during the published restocking hours to measure the full length of the trailer (including hitch), assign your space, and provide you with a restocking sticker.
- All exhibitors utilizing restocking space must list an on-site contact number with the Commercial Exhibits Office.
- If you plan on moving your trailer out on Sunday, March 18 rather than Monday, March 19, please coordinate carefully with the restocking representative when parking your trailer. There are a very limited number of spaces behind Reliant Center accessible for Sunday night access.
- Place restocking sticker on the trailer **in plain sight**. Vehicles without stickers will be towed.
- All Restocking Spaces must be paid for at the restocking building at the time of space assignment. If an exhibitor fails to follow these procedures and leaves a trailer or vehicle unattended in the restocking area or in an unassigned spot, the trailer will be immediately towed at the exhibitor's expense.

- Trailers that are “for sale” will not be allowed in the restocking area.

SECURITY

The Show will provide 24-hour limited security beginning at noon on Wednesday, February 23, 2012, continuing throughout the Show, and ending Monday, March 19, 2012, at noon. The Houston Livestock Show and Rodeo is not responsible for stolen or damaged merchandise, displays, etc.

The Security Office is located in Reliant Center Room 100 and may be reached at 832.667.3636.

While the Houston Livestock Show and Rodeo provides reasonable security in all exhibit areas, additional security or safekeeping of the exhibitor’s inventory, merchandise, goods, displays and other items is the sole responsibility of the exhibitor. Please make sure your booth is staffed with the appropriate number of people to deter shoplifting. Also, please take measures to secure your booth overnight. If you notice any missing or damaged items, contact the Security Office, inform them of the nature of the problem, and request a security officer’s assistance. Please report thefts to the Security Office and obtain a copy of the report for your records.

Exhibitors may provide their own additional security, subject to the following regulations:

1. The exhibitor must notify the Show by February 15 of their intent to provide security. Submit requests to Jennifer Lindsay, manager of Commercial Exhibits. Provide the identity and hours of all security you provide during move-in, Show time, and move-out.
2. All requests are subject to the approval of the Show’s Security Office.
3. Additional security personnel may not carry weapons of any sort unless they are licensed police officers and obtain prior approval from the Show’s Security Office.
4. Any unapproved “security personnel” will be required to vacate the premises at the specified times.
5. Approved private security personnel will need proper credentials for entrance to the grounds. Additional grounds passes may be purchased in the Commercial Exhibits Office for \$25.00 each.

TRANSPORTATION

Tram Operations

The Show’s tram and mini-tram service routes for 2012 will be very similar to the routes offered in 2011. Mini-tram routes provide transportation between the east side of the

Reliant Center and the Reliant Arena, and between the Holiday Inn gate and the west side of the Reliant Center. Transportation will also be in service between the Blue Lot, Reliant Stadium and Reliant Arena. The fourth main tram line runs between the Main Street Yellow Lot and the North Side of the Reliant Stadium at the McNee entrance. Please note that the routes are subject to change prior to the Show.

A final map of the routes and operating hours will be available during check-in and on the Houston Livestock Show and Rodeo's web site, <http://www.rodeohouston.com/guest-services/transportation.aspx>.

METRORail SERVICE

The City of Houston offers METRORail service. The 7.5-mile route includes 16 stations with signage designed by local artists to reflect the individuality of their distinctive neighborhoods. At publication, the cost of riding the train is \$1.25 each way. Transfers to and from local buses are free. The hours of operation at publication are 5 a.m. to 1 a.m. daily. Fares and schedules can be confirmed by visiting www.ridemetro.org.

UTILITY EASEMENTS AND TRASH DISPOSAL

Utility easements behind the booths must be kept clear. Merchandise and personal items may not be stored in this area.

Trash dumpsters are located on the Reliant Center Hall A and E loading docks, Reliant Arena Hall D loading dock and throughout the outdoor utility aisles. The exhibitor is responsible for properly disposing of all garbage associated with his exhibit. Boxes and other large trash may not be disposed of in public waste receptacles. All boxes must be broken down and taken to the recycling bins or trash dumpsters.

MOVE-OUT DATES AND PROCEDURES

Move-out times have been carefully scheduled around other activities at Reliant Park to allow exhibitors to begin move-out as early as possible while ensuring the safety of the Show’s visitors. No move-out at any times other than those stated in this handbook will be allowed.

- Due to the limited amount of time allowed to the Houston Livestock Show and Rodeo for clean-up of the exhibition facilities, **all exhibits must be completely moved off the premises, including parking lots, by 9 a.m. on Sunday, March 4, 2012.** Any merchandise or booth materials remaining on property after this time are subject to being removed from the premises by forklift at the exhibitor’s risk.
- The Houston Livestock Show and Rodeo is not responsible for loss or damage of property.

MOVE-OUT TIMELINE

Move-out Date	Exhibit Location	TENTATIVE Move-out Times
Saturday, March 3	Reliant Center	Breakdown: after 9 p.m. Vehicle Traffic: after 11 p.m.
	Outdoor Exhibits	Breakdown: after 11 p.m. Vehicle Traffic: after 1 a.m.
Sunday, March 4	All Locations	All exhibits must be wholly removed by 9 a.m.

Move-out times are tentative and subject to change. Final times will be provided by 5 p.m. on Friday, March 2, 2012. Every effort will be made to open the grounds to vehicle traffic earlier than the posted time; however, visitor safety will be the Show’s first consideration when making this decision. If vehicle traffic times are changed, exhibitors will receive notification from the following people: the executive director of Exhibits and Attractions or Agricultural Exhibits, the manager of Commercial Exhibits or Agricultural Exhibits, or the officer in charge, chairman or vice chairmen of the Ranching & Wildlife committee. No other individuals are authorized to release vehicle traffic.

MOVE-OUT LOGISTICS

All exhibits must be completely moved out of the buildings by 9 a.m. Sunday, March 4, 2012. The following procedures are designed to facilitate a safe, efficient move-out for all exhibitors.

Dash Pass

The Ranching & Wildlife Committee will distribute a “dash pass” to each booth by 5 p.m. on Friday, March 2, 2012.

- The pass will correspond to the booth location (i.e. RC, Outdoor Exhibitors).
- You must present this pass on the dash of your vehicle to gain access into the property once vehicle traffic has been cleared.
- If additional passes are needed to facilitate your move-out, you may obtain them from the Ranching & Wildlife Committee after the first pass has been distributed.
- All exhibitors will provide the onsite contact name and phone number on the front of the dash pass. This side must remain face-up on the dashboard at all times.
- The back side of the dash pass will say “Tow Immediately.” If the contact information is not visible, or the information pass is missing, a Ranching & Wildlife committee representative may be contacted and the vehicle immediately towed.

Vehicles

Absolutely no motorized vehicles (golf carts, cars, trucks, forklifts, trailers, etc.) will be allowed inside the fence lines before the designated time (see move-out timeline on page 40). **Vehicles already inside of the fence line may not be moved until the designated time. NO EXCEPTIONS** will be made.

- Please do not, at any time, completely block aisles, roads, or doorways with vehicles, trailers, merchandise, or booth materials.
- Do not leave trailers unattended in the dock area. This impedes the move-out process for both commercial and livestock exhibitors, as well as the teardown efforts of the Show’s staff. All unattended vehicles will be towed, and offenders may forfeit future invitations to exhibit in the Houston Livestock Show and Rodeo.
- Trailers should not be parked without a vehicle so that if a move needs to be facilitated, it can be done quickly.

Trash

All trash must be removed from the exhibitor’s booth space. Any exhibit that has trash remaining after move-out may forfeit future invitations to exhibit at the Houston Livestock Show and Rodeo.

RULES AND REGULATIONS

GENERAL

- **ADVERTISING AND PROMOTIONS:** Exhibitors may not conduct promotions in radio, television, print or online ads that utilize any official Show logo or trademark, including, but not limited to, "Houston Livestock Show and Rodeo" and "RODEOHOUSTON."
- **ALCOHOLIC BEVERAGES:** The Houston Livestock Show and Rodeo strictly prohibits the consumption or distribution of alcoholic beverages within or from exhibit spaces during operating hours, move-in, or move-out. Violation of this rule could result in immediate termination of the exhibitor's lease agreement, requiring the exhibitor to vacate leased space and forfeit all monies paid to date. An exhibitor whose lease agreement stipulates a percentage based commission payment will be required to settle based on gross sales to date at that time.
- **ANIMALS:** Animals are not permitted on the grounds unless they are part of an authorized show or exhibit. Assistance dogs are the only exception.
- **CAMPING:** No camping will be permitted anywhere on the Reliant Park grounds.
- **CASH REGISTERS:** All food and attraction exhibitors will comply with the cash register rules and regulations in Appendix B of this document.
- **CELEBRITY AND MASCOT APPEARANCES:** Celebrity or mascot appearances within your booth space require written approval from the executive director of Exhibits and Attractions, approval of which may be withheld at the sole discretion of the Show. Requests must be received by January 31, 2012. Such appearances must not restrict traffic flow in the aisle; should traffic be impacted, the fire marshal and/or representatives of the Show have the right to require the appearance to immediately cease. Celebrities and mascots may not roam public areas; all activities are limited to the leased exhibit space.
- **CITY OF HOUSTON FIRE CODE:** All exhibitors will comply with the City of Houston Fire Code regulations in Appendix A of this document.
- **CLEANLINESS:** The Show furnishes janitorial service for aisles in the buildings and areas used by the public. It is the responsibility of each exhibitor to keep his exhibit space clean and clear of debris. If an area requires the Show's attention, please contact the Commercial Exhibits Office.
- **DISCOUNTS:** If any Show employee, volunteer or representative pressures you for free gifts or services such as money, food, merchandise or free rides, immediately report it to the manager of Commercial Exhibits or executive director of Exhibits and Attractions. **Exhibitors are not expected to offer nor are they obligated to extend free or discounted merchandise or food to employees, volunteers or officers of the Houston Livestock Show and Rodeo.**
- **DRAWINGS, RAFFLES, GIVEAWAYS:** Onsite drawings, raffles, and giveaways are not permitted. Exhibitors may not conduct registration for any offsite, online, social media or other drawing, raffle or giveaway. Written permission from the executive

director of Exhibits and Attractions is required for any exception; requests must be received by January 31, 2012.

- **GRATUITIES:** Exhibitors may not solicit tips through signage, tip jars or other mechanisms.
- **INFORMATION COLLECTION:** Collection of personal information from Show visitors for purposes of future mailings or solicitations is not permitted. Written permission from the executive director of Exhibits and Attractions is required; requests must be received by January 31, 2012.
- **MEDIA APPEARANCES:** If an exhibitor is contacted by the media to be feature a story or segment, the exhibitor should immediately contact the Houston Livestock Show and Rodeo Marketing Department at (832) 667 1200 to coordinate logistics with the media representatives and obtain proper credentials. Such media activities are subject to the Show's media relations policies, and these policies may limit the scope of the story or segment. We will include a form in your check-in packet which gives you the opportunity to tell us your unique story. We will utilize this information in conjunction with our Show-wide promotion efforts to solicit media exposure for your booth.
- **PRINTED MATERIALS:** Distribution of brochures, pamphlets, leaflets, flyers, newspapers, magazines, coupons, menus, or other literature or promotional materials is not permitted. Written permission from the executive director of Exhibits and Attractions is required for any exception; requests must be received by January 31, 2012.
- **PRODUCT DEMONSTRATIONS:** Product demonstrations must be held within booth space and may not restrict traffic flow in the aisle; should traffic be impacted, the fire marshal and/or representatives of the Show have the right to require the demonstration to immediately cease.
- **SMOKING:** No smoking is allowed within exhibit spaces. Smoking is prohibited in all areas inside Reliant Center, Reliant Stadium, Reliant Arena and Reliant Astrodome.
- **SOLICITATION:** Solicitation of funds for any political, educational or charitable corporation or association or any other corporation, association, group, individual, or cause of any kind or character is strictly prohibited.
- **SOUND:** No sound systems, musical instruments, noise makers, loud speakers, microphones, or other sound amplification or broadcast devices of any kind may be used without prior written consent of the manager of Commercial Exhibits, consent of which may be withheld at sole discretion of the Show. Booth sound must be kept at a level that does not interfere with neighboring exhibitors.

MOTORIZED VEHICLE EXHIBITORS

- **BATTERY:** The battery that starts the engine must be disconnected.
- **EXHIBIT DESIGN AND MAINTENANCE:** Carpet is required under all motorized vehicle exhibits. Exhibitors are responsible for cleaning vehicles and exhibit space. Exhibits must adhere to the height and signage rules as outlined in this handbook.
- **FUELING:** Each vehicle may have no more than (1/4) tank of fuel, or 5 gallons, whichever is less. Vehicles may not be fueled or defueled inside the building.

- **GAS CAPS:** Gas caps and/or gas cap lid must be locked; otherwise the cap must be taped closed.
- **KEYS:** Keys to all vehicles must be turned in to the Commercial Exhibits Office (Room D) before the official opening time each day.
- **INSPECTION:** Prior to entering the building, all vehicles must be checked by a Fire Inspector.
- **MOVE-OUT: On the final day of Show, vehicles may not be moved from the building until authorized by the manager of Commercial Exhibits.**
- **PERMIT:** Exhibitors of motorized vehicles must obtain a Houston Fire Department Fire Prevention Permit for “Liquid or Gas Fueled Vehicles or Equipment in Assembly Buildings.” Instructions for obtaining the permit are available online at <http://www.houstontx.gov/fire/business/permits.html>. Permit cost is based on the number of vehicles displayed.

EXCLUSIVITY RULES & REGULATIONS

The Houston Livestock Show and Rodeo has entered into agreements with certain sponsors regarding their exclusive rights to sell or promote their products on Show property and/or at any Show-related function. Exhibitors may not conduct giveaways, contests, or “register to win” promotions except as granted under an official Show sponsor agreement. These sponsors have exclusivity in all marketing and related activities. Exhibitors may not have competing products, signage, etc., for sale or on display within their booth space. The Show may grant additional exclusivity at any time; the current categories of exclusivity are:

Electricity

Reliant Energy is the official and exclusive **electricity and natural gas** sponsor. Any company that sells electricity or natural gas to consumers is a competitor and cannot be a commercial exhibitor. Products, signage, merchandise or other promotional items of any Reliant Energy competitor may not be sold or displayed.

Non-Alcoholic Beverages

Coca-Cola is the official and exclusive non-alcoholic beverage sponsor. Coca-Cola has exclusivity in this category with the exceptions of pasteurized unflavored and chocolate milk; milk-based products such as ice cream and yogurt (frozen or not); hot coffee freshly brewed on premise; hot chocolate freshly brewed on premise; and Budweiser’s “180” energy drink. All other non-alcoholic beverages served, purchased, or displayed anywhere at Reliant Park, including bottled water, teas, and tea drinks (including, without limitation, packaged or ready-to-drink cold tea drinks), must be Coca-Cola products and lemonade must be a Minute Maid product made by Coca-Cola. Products, signage, merchandise or other promotional items of any Coca Cola competitor may not be sold or displayed.

Official Beer and Malt Beverage

Miller Brewing is the official and exclusive beer and malt beverage sponsor. Miller has sponsorship (but not pourage) exclusivity in this category, including exclusive rights to sell branded merchandise. No other competitor's branded merchandise items are permitted to be sold or displayed; no signage or other promotional items are permitted in exhibitor booth spaces.

Vehicles

Ford is the official and exclusive truck sponsor. Ford must manufacturer any trucks displayed or promoted anywhere on the grounds other than inside Reliant Center. Ford competitor exhibits of less than 2,500 square feet inside Reliant Center are permitted.

Waste Services

Waste Management is the official and exclusive waste services provider. Products, signage, merchandise or other promotional items of any Waste Management competitor may not be sold or displayed.

APPENDIX A: CITY OF HOUSTON MANDATORY FIRE CODES

Listed below are the fire codes that must be met during the Houston Livestock Show and Rodeo by order of the Fire Marshal. All exhibitors are required to fully comply with any requests or instructions received from the Fire Marshal or Fire Inspector.

All Exhibitors – Booth Materials

1. All booth materials must be flame resistant.
2. Combustible decorative materials used in Group A Occupancy shall be flame resistant. Highly combustible materials such as bales of hay or similar materials are prohibited.
 - a. Textiles and film materials shall be treated and maintained flame resistant in accordance with nationally recognized standards.
 - b. Wood material less than ¼ inch nominal thickness shall be treated with a flame-retardant coating in accordance with nationally recognized standards.
3. Foam plastics and materials containing foam plastics shall be in accordance with the following:
 - a. Exhibit booth construction shall have a minimum heat-release of 100 kilowatts when tested in accordance with nationally recognized standards.
 - b. Decorative Objects, including but not limited to mannequins, murals, and signs, shall have a minimum heat-release rate of 150 kilowatts when tested in accordance with nationally recognized standards.
4. Plastics other than foam plastics shall be flame resistant or shall be rendered flame resistant by treating with a flame-retardant coating.
5. Flame certificates for textiles and fabrics must be kept on site and a Flame Field Test may be performed at the Fire Marshal's request

All Exhibitors – Fire Extinguishers

1. Fire extinguishers are required in all booths.
2. **All exhibitors must have at least (1) working 2-A, 10-B:C portable fire extinguisher with current inspection date tag attached in their exhibit at all times.**
3. **Food booths, where deep fry cooking is performed using vegetable or animal oils or fats, must have at least one type 2-A, 10-B:C extinguisher, and also a type "K" extinguisher, and both must have a current inspection date tag attached in their exhibit at all times.**
4. All cooking booths exceeding 20 feet in any dimension will require a minimum of two 2-A, 10-B:C fire extinguishers with current date tags attached, mounted in a location that is fully visible and readily accessible. (Type "K" fire extinguishers are for use only for cooking grease or oil fires and are not to be used or substituted for the required 2-A, 10-B:C fire extinguishers.)

All Exhibitors – Electrical Equipment

1. Electrical equipment and installations shall comply with the Electrical Code.
2. Extension cords and flexible cords shall not be used as a substitute for permanent wiring.
3. Extension cords shall be plugged directly into an approved receptacle, power tap, or multiplug adapter and shall, except for approved multiplug extensions cords, serve only one portable appliance.
4. The amperes of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
5. The extension cords shall be maintained in good condition without splices, deterioration, or damage.
6. Extension cords shall be grounded when serving grounded portable appliances.
7. Multiplug adapters, such as multiplug extension cords, cube adapters, strip plugs, and other devices that do not comply with this code or the Electrical Code shall not be used.

Motor Vehicle Exhibitors

1. Display of liquid and gas-fueled vehicles and equipment inside an assembly occupancy shall be in accordance with regulations.
2. Batteries shall be disconnected in an approved manner.
3. Fuel in the tank shall not exceed one quarter (1/4) of the tank capacity or (5) five gallons, whichever is less.
4. Fuel tanks and fill openings shall be locked and sealed (taped) to prevent tampering and the escape of vapors.
5. Vehicles, boats, or other motorcraft equipment shall not be fueled or defueled within the building.

Exhibitors Using LP Gas

1. Safety devices on LP gas containers, equipment, and systems shall not be tampered with or made ineffective.
2. NO SMOKING signs shall be posted when required by the Fire Marshal. Smoking within 15 feet of a point of transfer, while filling operations are in progress as containers or vehicles, shall be prohibited.
3. Weeds, grass, brush, hay, trash, and other combustible materials shall be kept not less than 10 feet from LP gas tanks or containers.
4. A protective physical barrier such as chain, ropes or similar obstacles must be installed to prevent public access to LP-gas containers and cooking areas.
5. All LP-gas containers (empty or full) shall be secured in an upright position in such a manner as not to fall over.
6. Commercial exhibitors, such as jewelry repair, who use LP gas to conduct their business, are required to have a 2A, 10-B:C fire extinguisher, a Hotworks Permit, and must notify the manager of Commercial Exhibits, of their intention to house LP gas in their booth.
7. Portable LP gas containers shall not exceed a water capacity of 12 pounds (5 kg).
8. Containers not connected for use shall be stored outside the building.

9. Propane cylinders shall be new and unused unless prior written approval has been given by the Fire Marshal
10. When inspected by the Fire Marshal, the exhibitor or his representative will disconnect piping from the cylinder. Valves will be opened to verify the cylinder is void of propane gas. Any tools required shall be provided by the vendor.

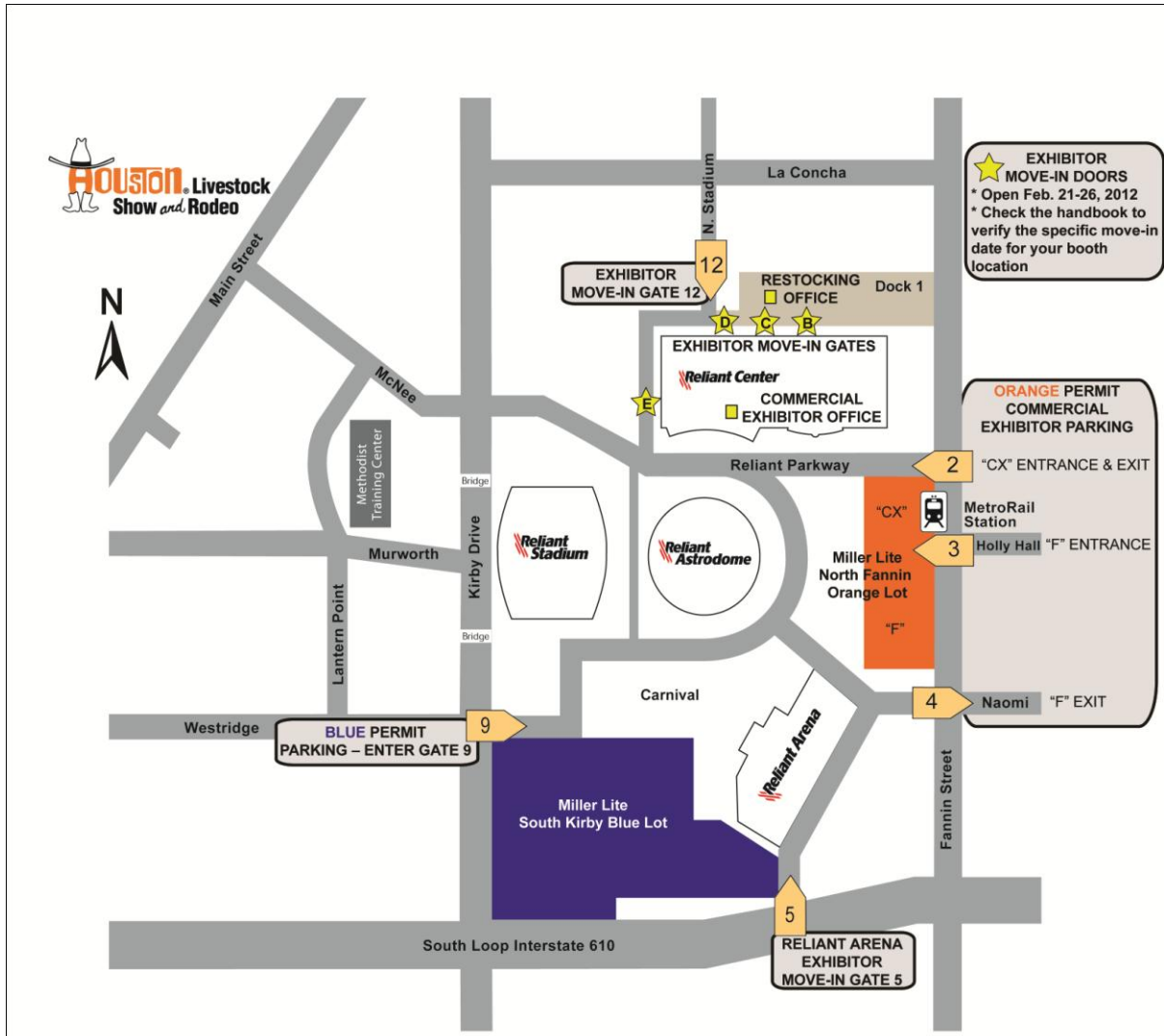
Food Exhibitors

1. In addition to the two (2) Type 2-A 10-B:C fire extinguishers required for all exhibitors, food exhibitors utilizing deep-fat fryers must also provide a Type "K" fire extinguisher with current inspection date tags.
2. A ventilation hood and duct system shall be provided in accordance with the Mechanical Code for commercial-type food heat-processing equipment that produces grease-laden vapors.
3. Barbecue pits outside of buildings shall not be located within ten (10) feet of combustible walls or roofs or other combustible material.
4. Portable open-flame devices fueled by flammable or combustible gases or liquids shall be enclosed or installed in such manner as to prevent the flame from contacting any combustible material.
5. All booths using portable cooking equipment shall provide protective barriers to prevent public access or exposure to these areas. A minimum of 3 feet of clearance distance is required at all times.
6. Commercial food heat-processing appliances shall be installed and maintained in accordance with their listing and the Building, Electrical, and Mechanical Codes. Clearance from combustible material shall be maintained as set forth in the Building and Mechanical Codes and the product listing.
7. Commercial food heat-processing equipment shall be maintained in good condition and repair. All equipment, filters, and exhaust systems shall be kept free of accumulations of grease or other residue.
8. The preparation of flaming foods or beverages shall be in accordance with the following:
 - a. Flammable liquids used in the preparation of flammable foods and beverages shall be dispensed from one of the following:
 - b. A 1-ounce container.
 - c. A container not to exceed 1 quart with a controlled pouring device that will flow to 1 ounce.
 - d. Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being served. They shall not be transported or carried while burning.
 - e. The person preparing the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
 - f. The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames. The pouring, ladling, or spooning of liquids is restricted to a minimum height of 8 inches above the receiving receptacle.
 - g. Containers shall be secured to prevent spillage when not in use.
9. Concession stands shall be in accordance with regulations.

10. Concession stands utilized for cooking shall have a minimum of 10 feet on two sides and shall not be located within 10 feet of amusement rides or devices.

APPENDIX C: RELIANT PARK GATE AND PARKING FACILITIES MAP

This map is preliminary and subject to change.



APPENDIX D: REED ROAD MAP

This map is preliminary and subject to change.

