



Operational Policies and Procedures

The Phoenix Fire Department and the Phoenix Convention Center (PCC) have developed this **Operational Policies and Procedures Guide** in accordance with the City of Phoenix Fire Prevention Code to assist you in the planning, set-up and operation of your event and/or exhibition. This guide is designed to cover some of the most common fire, life safety and security issues that you may encounter with your event and/or exhibition. We strongly recommend you review these regulations and distribute them to your exhibitors.

This is not an exhaustive list of all relevant code requirements; therefore, if you have any questions, your Event Manager will connect you with the In-House Fire Marshal with the Phoenix Fire Department.

Table Of Contents

Badges / Identification.....	3	Hazardous Materials.....	9
Building Permits.....	3	Key Core Changes / Room Restrictions.....	9
Cooking and Warming Devices.....	3	Life Safety Plan Review and Inspection.....	10
Combustible Materials and Containers.....	4	Medical / Hazardous Waste.....	10
Decorative Materials / Drape.....	4	Multilevel Exhibit Booth.....	10
Drones.....	4	Obstructions.....	11
Emergency Evacuation.....	5	Open Flame Devices.....	11
Electrical.....	5	Propane Storage, Use and Handling.....	11
Emergency Medical Services (EMS).....	6	Room Capacity / Occupancy.....	12
Firearms / Weapons.....	6	Safety.....	12
Fire Department Regulations for Display Vehicles.....	6	Sale of Weapons / Ammunition.....	13
Fire Watch.....	7	Security.....	13
Flame Effects and Pyrotechnics.....	7	Service Animals.....	14
Floorplans.....	8	Smoke Alarms.....	14
Fog Machines.....	9	Smoking / Vaping Restrictions.....	14
		Structures.....	14



Badges / Identification

PCC's in-house security has the authority to control general access and travel throughout our venues. PCC staff members are recognizable by their official Convention Center badges. Licensees are responsible for providing attendees and employees, including all service contractors and other temporary staff, with proper identification to allow them necessary access into and throughout the Convention Center as required.

Building Permits

The following structures require a building permit and inspection prior to their use:

- Bleachers that are assembled on-site.
- Multilevel exhibit booths (see Multilevel Booth section below).
- Staging not provided by PCC that is taller than 30" (Please note: guards or rails are required for back and sides of stages or risers over 30" high).

The Phoenix Planning and Development Department approves the installation and intended functionality for multilevel exhibit(s) that are meant to accommodate pedestrian occupancy. These structures shall be reviewed and approved by the Planning and Development Department prior to setup in the facility.

Cooking and Warming Devices

All cooking and warming devices shall be approved by the Fire Marshal. All cooking and warming devices shall be listed by a recognized testing laboratory, i.e. UL or FM.

- Open flame cooking devices shall be isolated from the public by placing the devices a minimum of 48 inches from the public accessible area or provide a non-combustible three (3) sided non-combustible barrier between the public and the device(s).
- Individual cooking or warming devices shall not exceed 288 square inches of cooking surface.
- The table surface holding the cooking or warming device using combustible oils or solids must be made of a non-combustible material.
- A minimum of two (2) feet shall be provided between devices.
- Combustible materials (including booth drape) shall be maintained a minimum two (2) feet from cooking and warming devices.
- A wet chemical type "K" fire extinguisher shall be provided within thirty (30) feet of deep fat fryers using animal-based oil.
- A wet chemical type "K" fire extinguisher shall be located within thirty (30) feet of any cooking device that uses vegetable-based oil.
- Butane burners are allowed provided that the following are met:
 - The cylinder and appliance shall be listed by a recognized testing laboratory, e.g. UL or FM.
 - Appliances shall not have more than two (2) 10-ounce (296 ml) non-refillable butane gas cylinders, each have a maximum capacity of 1.08 lb. (.490 kg).

Cooking and Warming Devices (continued)

- Cylinders shall be connected directly to the appliance and shall not be manifolded.
- Cylinders shall not be in the building after show hours.
- Additional replacement and empty cylinders shall be stored outside the building.
- A noncombustible lid shall be immediately available and shall be of a sufficient size to cover the device's cooking well.

Combustible Materials and Containers

Combustible materials such as pamphlets and other paper products shall be limited to a one (1) day supply and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths. Registration area will also be limited in storage amounts.

Combustible containers, such as wood crates and empty cardboard boxes shall be stored outside of the exhibit space or inside an approved storage area. General service contractors/decorators can provide storage options. Storage shall be confined to the event assigned doc slips. Combustible storage is not allowed under trailers.

Decorative Materials / Drape

All Exhibit/Display, Construction/Decoration, Material and Drape must be flame retardant. Oilcloth, tarpaper, nylon, plastic cloth, and certain other plastic materials that cannot be rendered flame retardant, through spray or dip application, are prohibited. Vertical carpet is also prohibited unless it is flame retardant. Please have the material's fire resistive documentation available prior to the show opening. If documentation for the material is not available, then proof of satisfactory flame retardant may include a field flame test based on NFPA 701 *. This will require the material to have a 1-inch x 4-inch sample cut. Plywood less than 1/4-inch in thickness must be flame retardant treated lumber. The product shall not be painted or similarly modified until the material has been inspected and the flame-retardant marking/labeling verified.

*Please note that the NFPA 701 test is a "destructive test" and the sample could be discolored or destroyed.

Drones

Unmanned Aircraft Systems (UAS) or Remote Controller Model Aircraft (RCMC) shall comply with Federal Aviation Administration (FAA) published authorities and guidelines dated June 21, 2016.

- The static display of drones at the PCC is allowed. Exterior Flight Operations: Flying drones outside of the PCC requires permission from the Federal Aviation Administration. Visit, <https://www.faa.gov/uas/> to learn more about drone operations.
- Persons operating drones shall comply with all city, county, state and federal regulations including federal aviation administration regulations that govern the operation of model or unmanned aircraft when performing flight operations on city property. Failure to obtain all federal aviation administration required approvals, authorizations and/or waivers prior to flight operations will result in the removal of the operator from city property. Flight demonstration of drones inside the PCC may be allowed under the following conditions:
 - Licensee / exhibitor agrees to abide by and adhere to all laws and regulations of the FAA, State of Arizona and all pertinent City of Phoenix Ordinances.

Drones (continued)

- In space, which is not open to the public, and where the only persons present are directly related to the operation of the drone and the flight's purpose e.g. video production personnel. This includes at least one event security guard whose purpose is to verify that no facility damage occurred as the result of the flight.
- In space occupied by attendees or delegates an "Interior Flight Zone" may be established. The Interior Flight Zone is that portion of the room separated from occupants by netting on all four sides and overhead, which is reserved for flight operations.
- A safety zone shall extend five feet from the edge of the netting. No person shall be allowed in the safety zone during the demonstration flight, including the operator.
- Free flight of drones in occupied space is strictly prohibited.

Emergency Evacuation

Should an evacuation become necessary, please instruct your staff and attendees to immediately leave the building using the nearest exit, move away from the building using caution when crossing streets, and remain outside until directions are received from security personnel.

Your Event Security provider is required to develop emergency plans specific to your event. Your emergency plan should include a designated point of contact for emergencies. PCC security staff will contact this person to relay information about emergency situations.

PCC has developed an "Emergency Procedures Manual" which is shared with every client. You are encouraged to thoroughly read this document and direct any questions to your Event Manager or our security staff.

Electrical

- Non-grounded two (2) wire 110v extension cords are NOT permitted.
- Extension cords shall not run under carpet or rugs unless designed to do so, or if it is approved by the in-house electricians.
- There shall be a two (2) foot clearance between halogen or other high intensity lights and combustibles or per the manufacturer's instructions.
- Halogen and other high intensity lighting shall have the original factory guards in place over the lens/glass.
- All electrical cords, devices, and equipment shall be free from defects and operated per their manufacturer's instructions.
- All electric cords in the path of travel shall be taped down to prevent tripping.
- All electric devices shall be listed by a nationally recognized laboratory, i.e., UL / FM.
- Placement of cables along floors, aisle ways, doorways, or other areas that can create a trip hazard or prohibit accessibility is prohibited. If cords do not exceed a no. 2 pencil size, they may be taped down. The tape shall cover the cord in a parallel direction.
- Cable ramps may only be utilized with pre-approval by the on-site Fire Marshal 72-hours prior to load-in.

Emergency Medical Services (EMS)

When emergency medical services personnel are required for an event, it is the responsibility of the Licensee to contract for such services.

Certain events will be required to provide EMS services at Licensee's sole expense at a minimum of two Basic Life Support (BLS) Emergency Medical Technicians (EMT) per 2,500 in attendance. At 5,000 or more, it is recommended to provide Advanced Life Support (ALS) Paramedics at two per 5,000. EMT's and Paramedics must be licensed and certified in Arizona by the Arizona Department of Health Services and work under an Arizona Licensed Medical Director. EMT's and Paramedics providing services must also have appropriate level of equipment for level of care provided.

The PCC supplies first aid rooms in Hall 1, Hall 5, Hall C and Hall G for use by your EMS provider. Each room contains a cot, wheelchair, phone, desk and chairs. Some have adjoining private restrooms. BLS/ALS providers must supply their own equipment and supplies, including ice, and must remove any medical waste generated by their activities from the property.

Firearms / Weapons

It is the policy of the PCC that firearms and weapons are prohibited in all venues, except by on-duty law enforcement officers with jurisdiction. Possession of firearms at the PCC is unlawful under Arizona Revised Statutes 4-244, 4-229 and 13-3102.

Firearms and weapons used for display or educational purposes may be allowed by statute. In these instances, the PCC requires 30 days advanced notice to your Event Manager and written approval by the Director or designee in advance of such display.

- All firearms displayed must be deactivated by removal of the firing pin or other alteration that render them incapable of being fired. All firearms displayed must be inspected by an on-site certified firearms expert. Upon inspection, all firearms then must have a band through the trigger guard that easily identifies them as safe to display.
- Regardless of booth size and configuration, all displays, and structures utilized to display firearms that are accessible and intended to be handled by attendees must be positioned within the booth space in such a manner that attendees can only access and handle while standing within the confines of the booth space. Firearms cannot be accessible or handled in the aisles, or anywhere outside the perimeter of the booth space.
- All firearms must be secured at night by being cabled and locked to the booth or secured inside a lockable storage container.

Fire Department Regulations for Display Vehicles

- All fuel tank fill caps shall be self-locking or taped in an approved manner to prevent tampering.
- Fuel in the fuel tanks shall not exceed one (1) quarter of the tank capacity or five (5) U.S. gallons (18.9L), whichever is less.
- Vehicles or equipment shall not be fueled or defueled on City of Phoenix property.
- The battery's positive lead must be disconnected. If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.

Fire Department Regulations for Display Vehicles (continued)

- CNG, LNG, LPG (propane), and hydrogen fuel tanks shall have their emergency shut off valve(s) in the closed position.
- Batteries in electric vehicles shall be rendered inoperable by the removal of fuses or other approved methods, but are not required to be disconnected.
- RV's, campers, tractor-trailers, and other vehicles with more than 120 square feet of ceiling shall have an operational smoke alarm per divided section.
- It may be necessary to inspect, move or relocate a vehicle before or during a show. For this reason, it is recommended that a set of keys be available on site for all vehicles.
- Gasoline and diesel may not be stored on-site.

Fire Watch

A fire watch, in accordance with the Phoenix Fire Code, shall be in place during the following conditions:

- Any time fog, smoke, or haze is used.
- Any time pyrotechnic effects are used.
- The fire alarm is in a modified mode.
- When the Phoenix Fire Department and/or the PCC determine the hazards associated with an operation or event warrants.
- Additional guard(s) dedicated to Fire Watch are required.

Flame Effects and Pyrotechnics

All flame effects require a permit from the Phoenix Fire Department, which shall be submitted to the in-house Fire Marshal. The use of pyrotechnics and certain flame effects require a pyro-technician licensed by the Phoenix Fire Department. Issuance of this permit requires a minimum of two (2) weeks advanced notice.

Floor Plans

Please provide an electronic .pdf file of your exhibit hall floor plan at least thirty (30) days prior to your move in. If an electronic version is not available, please submit three (3) printed scaled copies to secure Fire Marshal approval. Submittal of floor plans prior to the sale of exhibit booths is strongly recommended.

PCC provides floor plans for exhibit halls, ballrooms, and meeting rooms when our equipment is used. One (1) general set of floor plans will be provided at no charge to the Licensee. These are available in printed or electronic format.

All floor plans submitted to your Event Manager require the following information:

- Plans drawn to 1/16-foot or 1/32-foot scale, with the scale specified, and including all fire hose cabinets, fire extinguishers, automatic external defibrillators, drinking fountains, office entrances, concession stands, electrical grid, etc. indicated
- Name of trade show and/or exhibition
- The listed locations of the trade show and/or exhibition
- Dates of the trade show and/or exhibition, including move-in/move-out
- Location of all exits, aisle spaces, storage, booth spaces, and bulk exhibit
- Exhibition manager or exposition service contractor, address, and telephone number. Width of aisles, reflecting minimum 10-foot aisles throughout the show floor
- Drapery height indicated
- Location of exhibits on the utility grid
- Lobby(ies) and intended use
- Location of booths and registration areas
- Service desk locations, including contractors
- Notation if aisles and/or booths are to be carpeted
- Booth numbers
- Dedicated food and beverage refers to areas near concessions reserved for food services
- Food and Beverage function floor plans must be reviewed and approved by our Food and Beverage provider. Indicate areas for food service and staging

After an initial review by your Event Manager, plans will be reviewed by the Fire Marshal who will stamp all copies "approved," "approved as noted," or "not approved." The Fire Marshal will indicate any required modifications, initial and date all copies of the plans. It may be required that plans marked "approved as noted" or "not approved" be resubmitted.

When a floor plan has been approved by PCC and the Fire Marshal, a copy will be returned for your records. If an approved floor plan is modified, a revised plan must be re-submitted for approval. All floor plans must be set up per the Fire Department approved plan(s).

Fog Machines

All special effects using fog, smoke, or haze machines require prior approval. Due to advanced fire alarm systems, use of these machines may be prohibited in some areas of the Convention Center. The use of liquefied carbon dioxide (CO2) requires additional provisions and security. Please provide a cut sheet and/or Safety Data Sheet (SDS) at least 30 days prior to your event to your Event Manager. Fire Watch will be required. Water based fog and haze machines are permitted.

Hazardous Materials

Safety Data Sheet (SDS) are required to be onsite and accessible for all approved hazardous materials brought into the facility. ALL hazardous materials shall be approved by the Phoenix Fire Department and the PCC prior to being brought into the facility.

The following hazardous materials are **prohibited** on show floors:

- LPG cylinders more than 2.5 lbs. (1 kg) water capacity.
- Flammable compressed gases, such as acetylene.
- Flammable liquids, including but not limited to, gasoline, kerosene, cleaning solvents, thinners and other petroleum-based liquids except those referenced in the above-noted section "Fire Department Regulations for Vehicle displays".
- Pool chemicals, pesticides, herbicides, poisons, and other such products.
- Explosive materials, unless approved by the Fire Marshal, such as pyrotechnic materials.
- Cryogenics [i.e. liquid nitrogen, liquid oxygen], unless approved by the Fire Marshal.

Key Core Changes / Room Restrictions

Requests for hard keys/access cards and key core changes and room restrictions should be made through your Event Manager at least 14 days prior to your event. All hard keys/access cards must be returned on the last day of your Use Agreement. See Event Planner Manual for current charges for key core changes and hard keys/access cards not returned. Rooms that have had key cores changed are under Licensee complete control and liability.

PCC will access these rooms only in the case of emergencies [e.g., fire alarms]. Licensee is responsible for daily locking and unlocking of these rooms for event activity. Licensee must arrange delivery and removal of food and beverage services through the Catering Sales Manager. Additionally, Licensee should establish a daily cleaning schedule with your Event Manager.

Life Safety Plan Review and Inspection

A fee shall be assessed to review plans and conduct inspections for trade shows, exhibitions, and special events. The fee is determined by the City of Phoenix Fire Prevention Code and are differentiated by event type and space occupied. This is a one-time fee that will be added to your invoice.

All trade shows and/or exhibitions shall be inspected and approved by the Fire Marshal prior to being occupied by the public/attendees. All aisle ways and doorways must be clear and free of obstructions prior to the opening of the event. An inspection will be conducted during the move-in and move-out.

Spot inspections may also be conducted during the event. Shows are not permitted to open to the public without the approval of the Fire Marshal or your Event Manager. Licensee will be responsible for the correction of any fire code violations within a time determined by the Fire Marshal or authorized representative.

Medical / Hazardous Waste

Handling of any hazardous waste produced onsite, must be coordinated and approved, in advance with the Event Manager. Any hazardous or medical waste materials left at the facility after moving-out will be disposed of by the PCC and will be billed to Licensee. Sharps need to be disposed of in Sharps Containers and clearly labeled as such. All other hazardous waste must be in red plastic trash bags and properly labeled. DO NOT leave needles and sharps boxes unattended.

Multilevel Exhibit Booth

Multilevel booths are considered "Structures" and require a building permit and inspection prior to their use. The Phoenix Planning and Development Department approves the installation and intended functionality for multilevel exhibit(s) that are meant to accommodate pedestrian occupancy. These booths shall be reviewed and approved by the Planning and Development Department prior to setup in the facility.

Multilevel exhibits must bear construction documents that have been stamped by an Arizona licensed structural engineer. Final installation of a multilevel exhibit cannot deviate from the stamped construction documents. Final approval for multilevel exhibits will be provided by the Planning and Development Department.

Note: Two (2) story booths with only one (1) means of egress from the upper level shall have a posted maximum occupant load of ten (10) persons on the second level.

Obstructions

No portion of the fire alarm, fire extinguishers, AED boxes, fire hose cabinets, sidewalks, entries, passageways, corridors, doors, aisles, elevators, vestibules, ventilators, light fixtures or access ways to onsite public utilities shall be obstructed, or caused to be obstructed, or caused to be used for any purpose other than ingress or egress. All storage shall be maintained 18 inches or more below sprinkler head deflectors.

A minimum three (3) foot clearance shall be provided around all fire extinguishers, fire hose cabinets, standpipe connections, automatic external defibrillators. These devices shall also be clearly accessible and visible from the aisles. NOTE: If fire extinguishers are obstructed, the client is responsible for providing a fully operational 2A-10BC fire extinguisher in a visible, accessible location; subject to approval by Fire Marshal.

Aisles in an exhibition or tradeshow shall be a minimum ten (10) feet wide. Exits and aisles must be clear of all obstructions. Booths that require more than 50 feet travel distance to an exit aisle shall be provided with a minimum to two (2) exits remote from each other. NOTE: This width may be increased based upon the show type and setup.

Vehicles, freight, storage, or other items shall not be stored or left in the path of the roll-up or sliding doors. At no time shall doors be obstructed from self-closing. Exit signs shall be visible from all locations. If exit signs are not visible, temporary exit signs shall be posted as approved by the Fire Marshal. If the space's lighting is at a low enough level in which the temporary exit sign(s) are not visible, then internal or external illuminated signs shall be used.

Licensee will be charged for any repairs for damage resulting from misuse of the premise, normal wear and tear excepted.

Open Flame Devices

Open flame devices are **prohibited** except for the following:

- Cooking or warming devices in compliance with the above-noted section "Cooking And Warming Devices".
- Sterno may be used for warming trays with an operational, visible, and accessible 2A10BC fire extinguisher within thirty (30) feet.
- Candles that have been pre-approved by the Fire Marshal and PCC.

Propane Storage, Use, and Handling

Propane (LPG) powered equipment and cylinder storage and use in the PCC is governed by the following conditions:

Storage of Cylinders either empty or full not attached to equipment:

- Cylinders shall not be stored inside the building at any time except for the lower loading docks.
- Storage quantity is limited to nine (9) 33.5 lb. standard equipment cylinders in the lower West dock and nine (9) 33.5 lb. standard equipment cylinders in the lower North dock. This excludes those cylinders attached to equipment. This applies to cylinders full or empty. If different size cylinders are used the total aggregate amount of LPG, per dock, shall not exceed 300 lb. LPG capacity.

Propane Storage, Use, and Handling (continued)

- Cylinders shall be protected from vehicle impact by LPG cages or behind vehicle impact bollards.
- Cylinders shall not be stored in trailers.
- Cylinders shall be removed from the building and lower docks before refilling.
- Cylinders are only allowed to be stored in the lower loading docks when the lower exhibit halls have exhibit type setups. When lower halls have dense occupant load type functions [i.e. general sessions, food functions, dance / concert / or reception] LPG cylinders shall be stored at street level or on the upper North docks.

Equipment with attached Cylinder(s):

- The number of cylinders attached to a piece of equipment shall not exceed two (2) cylinders.
- At no time shall a single cylinder exceed 45 lb. (20 kg) LP Gas capacity.
- When the equipment is not in use, the cylinder's shut-off valve(s) shall be closed.
- Equipment stored inside in spaces with public accessibility or above street level must have cylinders removed.
- Cylinders used on equipment shall have fully operational pressure relief valves. The valves shall be replaced by a new or unused valve within twelve (12) years of the date of manufacture of the cylinder and every ten (10) years thereafter. The Phoenix Fire Department and the Phoenix Convention Center (PCC) have the right to inspect the cylinders and deny their use in the facility.

Room Capacity / Occupancy

Room capacity is set by the Fire Marshal and must be adhered to during your event. Persons should not exceed the established capacity inside any facility. Capacity is determined based upon floor plans and usage as determined by the Fire Marshal.

Safety

Staff, clients, contract labor and all others working in or entering PCC shall always adhere to all applicable federal, state and local laws, regulations and standards related to safe working conditions and practices. Work being performed shall be done so in accordance with all applicable Federal Occupational Safety and Health Administration (OSHA), Arizona Department of Safety and Health (ADOSH), American

National Standards Institute (ANSI), National Fire Protection Association (NFPA), Entertainment Services and Technology Association (ESTA) standards, guidelines, local fire regulations, and any applicable consensus standards, industry recommended practices, and PCC safety policies and requirements.

Equipment shall only be operated in accordance with manufacturer's written recommendations. Incidents observed and/or reported where unsafe equipment is being used or unsafe practices are being employed will immediately cease until all safety concerns have been sufficiently addressed to the satisfaction of your Event Manager.

Safety (continued)

- Fall Protection: Suitable personal protection equipment shall be used whenever a fall hazard exists.
- Lifts: Aerial lifts, personnel lifts, and fork trucks and lifts are to be operated only in accordance with the manufacturer's recommendations by authorized, trained, and qualified personnel.
- Other Vehicles: Only non-motorized bicycles, tricycles and electric carts are permitted to be operated on property under the following guidelines:
 - Equipment must be operated in a safe and prudent manner and comply with all safety regulations always.
 - May not be used on carpeted areas.
 - Bicycles must be walked through pedestrian doors.
 - Bicycles are limited to one (1) person per seat.
 - Bicycles are permitted on exhibition hall levels only.
 - Operator must wear all manufacturers' recommended safety equipment, including helmets.
 - Traffic during events in the building may be restricted to certain areas and times.
 - Areas of high pedestrian traffic must be avoided always.
 - Does not impede any doorways.

Sale of Weapons / Ammunition

Exhibitors offering weapons and/or ammunition for sale may not complete any sale on-site. Weapons displayed for sale must be secured to the display in a fashion preventing their removal. All sales must be consummated off PCC property, including PCC operated parking structures. Exhibitors who violate this provision may be immediately closed at the discretion of the PCC and their materials immediately removed from the show floor. Show Managers are encouraged to discuss any potential vendor activity regarding the sale of weapons with their Event Manager to avoid disruption of their event.

Indirect sales of weapons and ammunition (such as a wholesale show, where orders are taken but sales are not completed on site) are permitted, if display weapons are secured to their table or display board, and with prior approval of the PCC.

Security

Licensee must utilize the event security provider contracted with Licensor for any event held at the Licensed Premises. Licensee is responsible for all costs associated with event security provided to Licensee for any purpose contemplated in Exhibit A. Licensee must also comply with all applicable Phoenix Fire Department regulations concerning occupancy, exhibits and procedures as outlined in the City of Phoenix Fire Code. Event security must be onsite from the beginning to the end of Licensee's contract times.

Should you require any further clarification or assistance in planning your event security needs, please contact your Event Manager. In all cases, event security must have sufficient personnel to execute the emergency plan developed

Security (continued)

for your show. Each loading dock and front-of-house entrance must be guarded during move-in, show hours, and move-out. Supervisors and roamers are required to ensure complete coverage and to ensure event security guards are given times for breaks and meals.

- **Facility Security:** PCC maintains on-site building security 24 hours a day, 7 days a week, to handle all non-event security issues and emergencies.
- **Off-Duty Police:** All off-duty police officers must be scheduled through the PCC Off-Duty Coordinator. Should you require the assistance of off-duty police officers for any other reasons, [armed security, VIP escorts, gun checks for events with firearm displays, etc.] please contact your Event Manager for details.
- **Proms/School Events:** Two (2) off-duty Phoenix police officers are required for all high school proms. A School Resource Officer (SRO) may be substituted for one (1) of the officers if the SRO is a Phoenix officer. School Resource Officers from other jurisdictions shall be in uniform and may not be substituted for the two Phoenix Officers.
- **Vehicle Escorts:** Event security is responsible for escorting all vehicles entering general public areas.

Service Animals

Service animals for guests with disabilities are permitted. All other animals, including emotional support animals, are prohibited.

Smoke Alarms

Operational single station smoke alarms shall be provided in all enclosed exhibits and vehicles exceeding 120 square feet [i.e. recreational vehicles, mobile homes, tents, semi-trailers, etc.]. Covered exhibits and booths exceeding 300 square feet shall obtain prior approval and comply with additional automatic sprinkler protection requirements.

Smoking / Vaping Restrictions

In accordance with the Smoke Free Arizona Act, ARS 36-601.01, a no smoking policy is in effect throughout all the PCC facilities, including patios, interior docks, garages, stairwells, and restrooms. Designated smoking areas are clearly marked and are located at least twenty (20) feet from all facility entrances, windows, and air intake locations. The use of electronic cigarettes in all forms is prohibited inside all venues and within 20 feet of all entrances. The use of electronic cigarettes is allowed wherever smoking is permitted. For additional information about Smoke Free Arizona visit, smokefreearizona.org.

Structures

The Phoenix Planning and Development Department approves the installation and intended functionality for multilevel exhibit(s) that are meant to accommodate pedestrian occupancy. These structures shall be reviewed and approved by the Planning and Development Department prior to setup in the facility.

This is not an exhaustive list of all relevant code requirements, rules and regulations of our facility. If you have any questions, please contact your Event Manager.

The Director reserves the right to alter and/or amend these Operational Policies and Procedures at any time and shall have sole authority to make decisions concerning any issue not addressed herein.



100 N. Third Street Phoenix, Arizona 85004 | phoenixconventioncenter.com



PhoenixConvCtr



PhoenixConvCntr



@phoenixconvctr



@PhoenixConCtr