



City of Fort Worth Public Events Department

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*Will Rogers Memorial Center*

Facility Guidelines  
& Requirements

# Will Rogers Memorial Center

*Welcome to the City of Fort Worth and Will Rogers Memorial Center. We are very pleased that you have chosen our facility for your event.*

*Everyone at the WRMC is committed to providing you with the highest quality of customer service. We will do all we can to insure a safe and successful event for show management, participants, exhibitors, as well as attendees.*

*If at any time during your event you have a question, comment or concern, our entire staff will be available to assist you.*

*Thank You,  
WRMC Staff*

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Will Rogers Memorial Center  
3401 W Lancaster Avenue  
Fort Worth, Texas 76107  
Phone 817.392.SHOW(7469) • Fax 817.392.8170  
[www.willrogersmemorialcenter.com](http://www.willrogersmemorialcenter.com)



## Facility Staff

*The following list is the contact information for the staff at Will Rogers Memorial Center. Feel free to contact us if we can help you in any way.*

### *Facility Management*

**Kirk Slaughter**

Public Events Department Director  
817.392.2502  
[Kirk.Slaughter@fortworthgov.org](mailto:Kirk.Slaughter@fortworthgov.org)

**Kevin O Kemp**

Assistant Facilities  
and Public Events Director  
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### *Sales & Marketing*

**David Reeves**

Sales Manager  
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**Carla Clark**

Assistant Booking Coordinator  
817.392.5987  
[Carla.Clark@fortworthgov.org](mailto:Carla.Clark@fortworthgov.org)

**Hope Medellin**

Assistant Booking Coordinator  
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## *Operations*

### **Chris Harmon**

Senior Public Events Manager

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### **Claude Humphrey**

Field Operations Supervisor

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### **Chris Mendoza**

Field Operations Supervisor

817.392.6231

[Chris.Mendoza@fortworthgov.org](mailto:Chris.Mendoza@fortworthgov.org)

## *Event Coordinators*

### **Allison McNamara**

Public Events Coordinator

817.392.2869

[Allison.McNamara@fortworthgov.org](mailto:Allison.McNamara@fortworthgov.org)

### **Jackie Butler**

Public Events Coordinator

817.392.2872

[Jackie.Butler@fortworthgov.org](mailto:Jackie.Butler@fortworthgov.org)

### **Dana Arnold**

Public Events Coordinator

817.392.2871

[Dana.Arnold@fortworthgov.org](mailto:Dana.Arnold@fortworthgov.org)

### **Ashley Davis**

Public Events Coordinator

817.392.2870

[Ashley.Davis@fortworthgov.org](mailto:Ashley.Davis@fortworthgov.org)

## Other Important Numbers

### **Will Rogers Memorial Center**

(During normal business hours)

Main: 817.392.SHOW (7469)

Fax: 817.392.8170

[www.willrogersmemorialcenter.com](http://www.willrogersmemorialcenter.com)

Coordinator's Cell Phone (Only during an event):

817.991.8497



## Frequently Asked Questions

**Q. What is the mailing address for Will Rogers Memorial Center?**

**A.** The WRMC main mailing address is:

**Will Rogers Memorial Center  
3401 W Lancaster Ave  
Fort Worth, Texas 76107**

**Q. When do I get an Event Coordinator?**

**A.** The assignment of an Event Coordinator is made after receipt of a signed contract and initial building rental payment.

**Q. Where can I hang my banner?**

**A.** Facility must approve all banners and other items to be hung. Please contact your Event Coordinator for more information.

**Q. What services does Will Rogers Memorial Center provide?**

**A.** Will Rogers Memorial Center has the ability to provide your event with items such as tables, chairs, and basic sound needs. The Event Coordinator can give you the specifics on WRMC capabilities.

**Q. Will WRMC allow an outside catering company?**

**A.** Yes

**Q. Will WRMC allow an outside A/V company?**

**A.** Yes



## Scheduling & Rental Policies

### 1. **Audio Visual**

Any specialized A/V needs (screens, projectors, etc.) or requirements that can't be met with WRMC equipment may be obtained through any approved outside A/V vendor. Ask your Event Coordinator for a list of the A/V vendors approved to work in the FWCC.

### 2. **Cancellations**

If a cancellation occurs, all monies previously paid by the Licensee to the Will Rogers Memorial Center are forfeited.

### 3. **Catering**

**COBURN'S CATERING** is the WRMC in house concessionaire/caterer. However, WRMC has an open catering policy and you may choose any caterer from the WRMC approved caterers list to meet your event's food requirements. Ask your Event Coordinator for a list of the caterers on the approved list.

Each catering company will be required to pay a 20% catering commission to WRMC. This commission is based on the total catering invoice minus sales tax. A complete catering invoice must be supplied to WRMC at completion the event.

For further information, see the Catering Guidelines section in this manual.

### 4. **Credit Cards**

WRMC accepts credit cards as payment for services and building rental.  
***(Visa, Master Card, American Express & Discover)***

### 5. **Electricity**

Many electrical needs will require the use of an outside electrical contractor. Ask your Event Coordinator for a list of the electrical contractors approved to work in the WRMC

### 6. **Insurance**

For any event occupying space in WRMC, the Licensee must provide insurance in the amount of \$1,000,000 combined single limit per occurrence. The Licensee must supply WRMC with a certificate of insurance naming the City of Fort Worth, its officers, agents and employees as additional insured.

The Licensee will not occupy WRMC or engage in any activity contemplated by the rental agreement at any time until all insurance requirements have been satisfied and a copy of the certificate of insurance is on file.

### 7. **Meeting Rooms**

The rental of a meeting room does not include tables, chairs or any sound equipment. There will be additional charges for any required set up.

### 8. **Move-in/Move-out**

Minimal lighting will be provided for the move-in/move-out period. No heating or Air conditioning will be provided for move-in or move-out.

**9. Payments**

Please call the Sales and Scheduling Department at WRMC for the payment policies that apply to your type of event.

**10. Rental Rates**

Please call the Sales and Scheduling Department at WRMC for the current published rental rates.

**11. Reservations**

The Public Events Sales and Scheduling Department is responsible for all reservations and booking events within a 12-month period. Beyond 12 months, the Fort Worth Convention and Visitors Bureau coordinates all WRMC reservations with the approval of WRMC management.

All space and equipment in the WRMC is subject to availability.

**12. Security**

Your organization, at its sole cost and expense shall pay for security personnel in such a number and manner as required by the Event Coordinator and WRMC Management.

WRMC is a city owned and operated facility. It is a facility policy that off duty Fort Worth Police Officers provide the event security at WRMC. The Event Coordinator and WRMC Management will determine the exact number of FWPB Officers required for each event. The Event Coordinator will make arrangements for the officers through the appropriate FWPB officials

All off duty FWPB Officers are contracted and paid directly by the Licensee at the prevailing rate. (Each officer must be paid individually)

With prior approval, a licensed security company or uniformed officers from other jurisdictions may be used to supplement (not replace) the required number of FWPB officers.

WRMC strongly encourages overnight security any time valuable items are left on the property overnight. The Event Coordinator will make arrangements for the officers through the appropriate FWPB officials.



## Rules and Regulations

### 1. Advertising

All advertising of consumer events at which an admission is charged must state the total admission price. Licensee shall not advertise any consumer event until a rental contract between the Licensee and WRMC has been fully executed.

### 2. Alcoholic Beverages

Alcoholic beverages may be served within the WRMC during certain appropriate events. ALL alcohol served at WRMC must be handled through **COBURN'S CATERING**, the holder of the appropriate alcoholic beverage permits.

No alcohol may be brought in or removed from WRMC.

At any function where alcohol is served, at least one (1) off-duty Fort Worth Police Officer must be present.

The Event Coordinator and WRMC Management will determine the exact number of FWPD Officers required. The Event Coordinator will then make arrangements for the officers through the appropriate FWPD officials.

### 3. Ancillary Cost Estimate

Licensees can be provided with an estimate of the ancillary costs associated with their event. This is only an estimate. Additional charges may be accrued prior to the end of the event.

### 4. Animals

With the exception of specially trained assistance animals and animals that are a part of a contracted event, animals are not allowed in WRMC facilities.

It is the responsibility of the horse show, livestock show or any other animal show to insure that all State health requirements are met. It is not the responsibility of Will Rogers Memorial Center to administer health check-in procedures.

Animals must be confined to a specific area by means of a pen, stall, tie, fence, cage, collar or harness.

Animals must be attended and held in such a manner that they do not present a danger to WRMC staff, the public or themselves.

### 5. Audio/Visual

WRMC has the ability to provide basic A/V needs. (microphones, cassette/CD players, speakers, etc) Your Event Coordinator can give you specifics on the WRMC A/V capabilities.

A WRMC stagehand must be on duty for all hours of an event where WRMC sound systems are used. Additional charges will apply.

Any specialized A/V needs (screens, projectors, etc.) or requirements that can't be met with WRMC equipment or staff, may be obtained through any approved outside A/V vendor. Ask your Event Coordinator for a list of the A/V vendors approved to work in the WRMC.

**6. Automobiles**

Automobiles may be driven into the Exhibit Hall as a part of an APPROVED move-in/move-out. These vehicles can stay in the building for a short time allowing the exhibitors and contractors time to unload equipment and exhibits. Vehicle parking in any building at any time is prohibited.

Any time vehicles are in the building as a part of a move-in/move-out, a minimum of one (1) off-duty FWPDP Officer is required at each move-in/move-out drive through door. The Event Coordinator and WRMC Management will determine the exact number of FWPDP Officers required. The Event Coordinator will make arrangements for the officers through the appropriate FWPDP officials

Vehicles may be displayed in the exhibit halls with prior approval of WRMC Management and the Fire Marshal. These events must comply with **ALL** City of Fort Worth Fire Codes and Regulations. Any additional permits and/or Fire Department Staff are the financial responsibility of the Licensee. The Event Coordinator will help the client make arrangements for the permits and officers through the appropriate City and/or FWFD officials.

**7. Badge Checkers**

Badge Checkers may be hired from any approved Vendor.

The Event Coordinator can provide the Licensee with a list of approved Vendors. ***The Event Coordinator and WRMC Management along with the Licensee will determine the exact number of Badge Checkers required.***

Any fees incurred are the responsibility of the Licensee and should be paid directly to the contracted vendor.

Badge Checkers are not considered security.

**8. Balloons**

Helium filled balloons are discouraged, but allowed for display or decoration in certain areas of WRMC. Labor charges will be applied for removing helium balloons from the ceiling. For this reason, AIR FILLED balloons are encouraged for decoration or display purposes. The show producer is responsible for informing exhibitors of this policy.

At no time are helium balloons allowed in the Auditorium or the Coliseum for decoration, display, for sale or give away.

**9. Banners**

Event-related banners may be hung from various internal and external surfaces of the facility with prior written approval. Only qualified, approved personnel will be allowed to hang any banner in or around WRMC. Please make all banner arrangement through your Event Coordinator.

**10. Booth Furnishings**

The Licensee's decorating contractor will provide booth furnishings such as tables, chairs, and wastebaskets. WRMC equipment, including tables and chairs are not provided for exhibitor use.

**11. Box Office**

The WRMC has box office space available for all ticketed events.

The producers of any ticketed event must contact the Event Coordinator to make all necessary box office arrangements.

**12. Building Access**

By entering or leaving WRMC, all persons and/or vehicles consent to a physical search. All persons carrying briefcases, purses, packages or any other objects or items consent to inspection while on premises.

For security purposes, WRMC Management reserves the right to require all event staff, exhibitors, vendors, as well as attendees to wear some type of identification at all times while in the facility. Any additional staff required will be the financial responsibility of the licensee.

**13. Cable Locks**

Cable locks may be used to secure certain areas on the WRMC complex. For everyone's safety, cable locks should never be used to lock a space, either partially or completely, that is occupied.

**14. Candles**

The Fire Code and the Fire Marshal's office strictly regulate the use of candles in an assembly area such as WRMC. Any use of candles must receive approval from the Fire Marshal and meet all Fire Code requirements.

a. A permit is required to use candles in connection with assembly areas. Your Event Coordinator can assist with contacting the appropriate officials to obtain a permit.

b. All candles must be self-extinguishing. The candle must be placed in approved containers that will upright itself after being tilted to a 45 degree angle.

c. There must be a minimum of two (2) inches from the top of the flame and any combustible material that might be placed on top of the holder.

Your Event Coordinator can assist with contacting Fire Marshal's office with specific questions regarding the use of candles.

**15. Carpet Tape**

If the Licensee contracts for carpet to be installed as a part of their event, it is the responsibility of the carpet contractor to remove all tape and tape residue from floors during the final move-out of the event. If this is not done, the Licensee will be invoiced for the labor required to remove the tape and tape residue.

If the removal of tape from a finished floor damages the finish, the Licensee will be invoiced for the expense to return the floor to its original finish.

**16. Cascarones (Confetti Eggs)**

Glitter and/or confetti of any type are not allowed without prior written approval of WRMC Management. ***Additional charges will apply for cleanup.***

**17. Catering See Catering Guidelines**

**18. Change-Overs (Last Minute Changes)**

Additional charges (at the prevailing rate) will be charged for all change-overs or last minute changes in any rented space.

**19. Communications Service Provider**

Telephone service must be arranged through AT&T at 1.800.499.7928. In order to insure proper installation, your order should be placed a minimum of 6-8 weeks before the service is required. It is always a good idea to follow up on all orders.

WRMC is not responsible for telephone service installed by AT&T. As a result, WRMC staff cannot make changes or repairs to service not properly installed or activated by AT&T.

**20. Concessions**

***COBURN'S CATERING*** is the exclusive concessionaire for Will Rogers Memorial Center. ***COBURN'S CATERING*** will provide all food and beverage concession sales during your event. Contact ***COBURN'S CATERING*** for any special needs and concession schedules. **817.392.1753.**

Note: **ALL** alcohol served at WRMC must be handled through **COBURN'S CATERING**, the holder of the appropriate alcoholic beverage permits.

**21. Confetti**

Glitter and/or confetti of any type are not allowed without prior written approval of WRMC Management. **Additional charges will apply for cleanup.**

**22. Copyright Fees**

ASCAP, BMI, SESAC or any other copyright fees applicable to any event are the sole responsibility of the Licensee. The Licensee must make payment of any copyright fees directly to the applicable copyright agency.

**23. Crate Storage**

The Licensee's decorator services contractor shall provide crate storage. **Only areas contracted by the Licensee may be used to store boxes and other equipment.**

Wooden crates or other combustibles are not allowed to be stored in WRMC without approval from the Fire Marshal. Storage areas must comply with **ALL** City of Fort Worth Fire Codes and Regulations. Any additional permits and/or Fire Department Staff that might be required are the financial responsibility of the Licensee

**WRMC is in no way responsible for theft or damage to crates or other equipment stored inside or outside the building.**

**24. Credit Cards**

WRMC accepts credit cards as payment for services and building rental.  
**(Visa, Master Card, American Express & Discover)**

**25. Damages**

The Licensee shall defend, indemnify, and save City of Fort Worth harmless from all loss, cost and expenses arising out of any liability or claim of liability, for injury to persons, or damage to property claimed to have been sustained by reason of any act or omission of Licensee or any of its officers, agents, employees, guests, patrons, or invitees, and Licensee shall pay and be liable for any injury to persons and damage to property of the City, or loss or theft of such property, done or caused by such persons.

**26. Dances**

Off Duty Fort Worth Police Officers are required for all school dances. (High School, College, etc.) **The Event Coordinator and WRMC Management will determine the exact number of FWPD Officers required.** The Event Coordinator will make arrangements for the officers through the appropriate FWPD officials

**27. Decals                    See Stickers/Tape**

**28. Decorations/Signs**

Decorations, signs, banners, streamers, etc. may not be taped, nailed or otherwise fastened to any ceiling, window, equipment, painted surface, wall or door of WRMC.

The Event Coordinator must approve any special decorations or signs. **Helium filled** balloons are discouraged, but allowed for display or decoration in certain areas of WRMC. Labor charges will be applied for removing helium balloons from the ceiling. For this reason, AIR FILLED balloons are encouraged for decoration or display purposes. The show producer is responsible for informing exhibitors of this policy.

At no time are helium balloons allowed in the Auditorium or the Coliseum for decoration, display, for sale or give away.

Under No circumstances are **HELIUM BALLOONS** or **ADHESIVE BACK DECALS** to be given away on WRMC property. Any cost incurred by WRMC from the use of, or removal of these items will be charged back to the Licensee at the prevailing rate.

**29. Deliveries**

WRMC will not accept deliveries for exhibitors. WRMC will accept limited deliveries for the Licensee with prior written approval of the Event Coordinator

WRMC will not accept any deliveries prior to contracted move-in date without prior written approval of the Event Coordinator. Should approval be granted, deliveries should be addressed to the following:

**Event Name**  
C/O Will Rogers Memorial Center  
**Attn: Name of Event Coordinator**  
3401 West Lancaster Ave.  
Fort Worth, Texas 76107

Non-approved deliveries will not be accepted. No COD deliveries will be accepted by WRMC.

**30. Docks            See Loading Docks**

**31. Door Attendants**

Qualified door attendants from an approved vendor should be used at all ticketed, and controlled access events. The Event Coordinator can provide the Licensee with a list of approved vendors. ***The Event Coordinator and WRMC Management along with the Licensee will determine the exact number of doors attendants required.***

Any fees incurred are the responsibility of the Licensee and should be paid directly to the contracted vendor.

Door attendants are not considered security.

**32. Draping**

All drapes and table skirts must be constructed from flame retardant material. Proof, such as a certificate or label, is required.

NO decorative material shall be hung from overhead beams, columns, handrails, utility pipes, interior or exterior walls or doors without prior written approval from WRMC and the Event Coordinator. Items attached without approval will be removed and labor charges applied to the Licensee's final invoice.

**33. Drayage**

WRMC will not accept freight shipments for exhibitors. All freight must be consigned prepaid or billed to the event representatives or contracted drayage company OR delivered directly to the event representatives or contracted drayage company during the event.

WRMC will accept limited freight for the Licensee (not exhibitors) with prior written approval of the Event Coordinator. NO freight or shipments will be accepted without approval. NO freight or shipments will be accepted more than one week prior to the event.

**34. Drilling**

Holes may not be drilled into any surface at WRMC.

**35. Electricity**

Other than courtesy 110 outlets, WRMC does not provide electricity or electrical services to exhibitors or the Licensee. An approved electrical contractor must provide electrical services required to power the event.

It is the responsibility of the Licensee to make all arrangements for electrical service. A list of approved electrical contractors can be obtained from the Event Coordinator.

WRMC is not responsible for power outages during an event resulting from overloading an outlet.

**36. Elevators**

WRMC is equipped with passenger elevators, which will provide access to most areas of the facility. Under no circumstances shall freight be moved in a passenger elevator.

**37. Emergency Medical Technician (EMT's)**

Many public and ticketed events will be required to have an EMT on site. (Most Coliseum events require an EMT)

WRMC uses off duty Fort Worth Fire Fighters for their EMT services.

**The Event Coordinator and WRMC Management will determine the exact number of FWFD Officers required.** The Event Coordinator will make arrangements for the officers through the appropriate FWFD officials.

**All payments for this service are made from the Licensee directly to the individual EMT.**

**38. Event Personnel**

Rental fees do not include the cost of hiring contracted staff such as Union Stagehands, off duty Police Officers, EMT's, or any other personnel required for your event. All of these services must be hired as needed (or required) and paid directly by the Licensee.

**39. Fire Doors**

Many doors at WRMC are rated fire doors. A rated fire door shall not be propped open for any reason without the approval of WRMC management and the Fire Marshal. Automatic closing devices or panic hardware may not be removed from any door in WRMC.

**40. Fire Marshal**

The Event Coordinator will assist the Licensee in communicating with the Fire Marshal to determine if any special arrangements should be made for the contracted event.

The Fire Marshal or his designee, depending on the show, display, activity or event, may require the Licensee to contract at least one (1) Fire Marshal to be present during show/event hours. Any fees incurred are the responsibility of the Licensee. The event will be invoiced and may submit payments by check. (It is not necessary to pay each individual Fire Marshall separately.)

The Fire Marshal and City Building Officials must approve all exhibit layouts.

The Fire Marshal reserves the right to perform an event walk through at any time.

***The Fire Marshal has authority to close the event summarily for code violations or safety reasons.***

**41. Floors**

Drip pans and scrap buckets should be provided by the Licensee for any type of operating machinery or materials of any kind being displayed, demonstrated, or sampled to prevent lubricants, paint, liquids, etc. from staining or damaging the floor and/or causing a slipping hazard. (This includes cleaning materials used at Car shows held over concrete in the exhibit halls.)

**42. Floor Plans**

An exhibit floor plan must be submitted to the WRMC Event Coordinator no less than 90 days prior to the event. The Fire Marshal and the City of Fort Worth Building Officials must approve all layouts prior to distribution of printed floor plans to exhibitors.

Floor -plans must comply with all CFW Fire Codes as well as WRMC policy.

Drapes or displays shall not obstruct any exits, exit signs, or fire hose cabinets.

WRMC staff will try to accommodate any changes in the floor plans or set-ups. Any changes less than 72 hours prior to the event may incur additional charges.

#### 43. **Food & Beverage**

**COBURN'S CATERING** is the WRMC in house food and beverage provider and exclusive concessionaire. However, WRMC has an open catering policy and you may choose any food and beverage provider, from an approved caterers list, to meet your event's food requirements. The companies on the approved list are the only companies/groups allowed to bring food into WRMC. Ask your Event Coordinator for a list of the food and beverage providers on the approved list.

For an additional fee, (and if available) a food and beverage provider may rent the kitchen facilities.

For catering in all other areas of WRMC the food and beverage provider will need to be self-sufficient. (Including but not limited to table coverings, ice, utensils etc.) Any additional requirements by the food and beverage provider, such as tables, chairs, special electrical needs, etc. are subject to additional charges.

Each outside food and beverage provider will be required to pay a 20% food and beverage provider commission to WRMC. This commission is based on the total catering invoice minus sales tax. A complete food and beverage provider invoice must be supplied to WRMC prior to the end of the event.

The event producer and/or the food and beverage provider must contact the Event Coordinator to make arrangements for set up and move in etc.

**ALL** alcohol served must be handled through **COBURN'S CATERING**, the holder of the appropriate alcoholic beverage permits.

#### 44. **Food Shows**

The Licensee is responsible for obtaining any Health Department Permits required for food shows.

These events must also comply with ALL City of Fort Worth Fire Codes and Regulations. Any additional permits and/or Fire Department Staff are the financial responsibility of the Licensee. The Event Coordinator will help the client make arrangements for the permits and officers through the appropriate City and/or FWFD officials.

The Licensee is responsible for contacting an outside vendor, and making arrangements for grease collection and removal.

#### 45. **Free Items**

Exhibitors may give away free items to event attendees, with the exception of items such as firearms, other weapons, helium filled balloons, stickers or decals. Food and beverage sample items have specific limitations. Consult the Event Coordinator for more specific information. See *Give-Aways*.

#### 46. **Freight**

WRMC will not accept freight shipments for exhibitors. All freight must be consigned prepaid or billed to the event representatives or contracted drayage company OR delivered directly to the event representatives or contracted drayage company during the event.

WRMC will accept limited freight for the Licensee (not exhibitors) with prior written approval of the Event Coordinator. NO freight or shipments will be accepted without written approval. NO freight or shipments will be accepted more than one week prior to the event.

#### 47. **Garbage**

*See Trash Removal*

**48. Garden Displays**

Displays containing soil, humus, or similar materials must use a protective coating of plastic or visquine to protect the floor and all WRMC equipment. Some type of curbing must be used to retain loose materials and to prevent leaks and water seepage. Special care must be taken when water displays are used in close proximity to electrical outlets.

**49. General Services**

WRMC provides, at no additional cost to the Licensee, general room lighting, air conditioning or heating during meeting/show hours. WRMC will also provide general cleaning in the public areas, maintenance of the restrooms and the facility trash receptacles. (Catering and decorator waste are not included)

WRMC will provide minimum lighting for move-in and move-out.

The Licensee shall be responsible for any extra labor charges or charges for specialized services.

**50. Give-Aways**

Exhibitors may give away free items to event attendees, with the exception of items such as firearms, other weapons, helium filled balloons, stickers or decals. Food and beverage sample items have specific limitations. Consult the Event Coordinator for more specific information.

**51. Glitter**

Glitter and/or confetti of any type are not allowed without prior approval of WRMC Management. ***Additional charges may apply for cleanup.***

**52. Golf Carts**

Golf carts are permitted on WRMC property and in the exhibit hall for move-in/move-out with prior approval of the Event Coordinator.

All golf carts must be operated by a licensed driver. Any carts or scooters driven on the street are subject to all City of Fort Worth traffic laws.

Golf carts are not allowed to park inside any building. (including barns) Carts should be parked outside the buildings and should not obstruct any sidewalk.

**53. Handicapped Access**

WRMC provides handicapped access to all areas of the facility and will inform the Licensee of convenient routes when requested.

The Licensee shall have the responsibility of complying with the Americans with Disabilities Act (ADA) of 1990. The Licensee shall also insure that all activities comply with the ADA for the entire term of the contract.

**54. Insurance**

The Licensee will not occupy WRMC or engage in any activity contemplated by the rental agreement at any time until all insurance requirements have been satisfied and a copy of the certificate of insurance is on file.

**55. Internet Service**

*Also See Communications Service Provider*

WRMC does not provide internet services to exhibitors or the Licensee. An approved internet service provider must provide internet services required for the event.

It is the responsibility of the Licensee to make all arrangements for internet service. A list of approved internet service providers can be obtained from the Event Coordinator.

**56. Keys**

Keys are available for most areas of WRMC. There will be a fee charged to the Licensee for any keys signed out and not returned.

Under no circumstances may keys be duplicated.

For security reasons, keys to exterior doors will not be issued.

**57. License/Permits/Taxes**

The Licensee shall be responsible for acquiring and shall pay the cost of any and all licenses, permits, and taxes required by the authorities having jurisdiction over WRMC, the Licensee or a specific activity.

**58. Lighting**

WRMC will provide minimum lighting for move-in and move-out.

Other than general lighting, the WRMC does not provide any type of special lighting for the Coliseum, arenas, exhibit hall, or meeting rooms. There is limited specialty lighting in the Round Up Inn and in the Auditorium.

Any specialized lighting needs or requirements that can't be met with WRMC equipment may be obtained through any approved outside vendor. Ask your Event Coordinator for a list of vendors approved to work in WRMC.

All costs associated with the special lighting are the responsibility of the Licensee. Approved and qualified personnel must perform the operation and the rigging of special lighting.

**59. Literature/Handouts/Leaflets**

The distribution of any printed material on WRMC property must have prior written approval by WRMC Management and the Event Coordinator. A fee to clean up litter created by such a distribution may be charged.

Any brochures, papers, manuals or other similar products left behind after the move-out period will be recycled or thrown away by our staff.

**60. Loading Docks and Over Head Doors**

WRMC loading docks are for the use of exhibitors, decorators, and show contractors during move-in/move-out. At least one (1) off duty Fort Worth Police Officer is required to oversee traffic flow around the dock area during move-in/move-out.

***The Event Coordinator and WRMC Management will determine the exact number of FWPD Officers required.*** The Event Coordinator will make arrangements for the officers through the appropriate FWPD officials. All off duty FWPD Officers are contracted and paid directly by the Licensee. (Each officer must be paid individually)

All unauthorized vehicles left in the dock area will be towed at the owner's expense.

**61. Message Facilities**

Message routing for attendees and Licensee's staff is the responsibility of the Licensee. The WRMC operator will give basic information (Dates and show time) and a telephone number if the Licensee supplies one. WRMC staff will do everything possible to make the event run smoothly, however WRMC staff will not be responsible for forwarding messages.

**62. Movable Walls**

The movable walls in WRMC and various meeting rooms are to be placed and removed by WRMC personnel **ONLY**.

**63. Move-In/Move-out**

**Building Access:** By entering or leaving Will Rogers Memorial Center, all persons and/or vehicles consent to a physical search. All persons carrying briefcases, purses, packages or any other objects or items consent to inspection while on premises.

For security purposes, Will Rogers Memorial Center management reserves the right to require all event staff, exhibitors, vendors, as well as attendees to wear some type of identification at all times while in the facility. Any additional staff required will be the financial responsibility of the licensee.

WRMC will provide minimum lighting for move-in and move-out.

**Exhibit Shows/Arena Events:** At least one (1) off duty Fort Worth Police Officer is required to oversee traffic flow around the dock area during move-in/move-out.

***The Event Coordinator and WRMC management will determine the exact number of FWPDP Officers required.*** The Event Coordinator will then make arrangements for the officers through the appropriate FWPDP officials. All off duty FWPDP Officers are contracted and paid directly by the Licensee. (Each officer must be paid individually at the prevailing rate.)

No vehicles shall be parked in designated fire lanes at any time outside WRMC. (Including move-in/move-out)

All vehicles not on display must be moved out of the building prior to any public being admitted.

WRMC will not provide equipment such as forklifts, scissor lifts, carts etc. for move-in/move-out.

**64. Noise**

It is the Licensee's responsibility to control exhibitor's noise level within their respective area so as not to disturb or disrupt other exhibitors or create a nuisance.

WRMC has the right to monitor all noise levels to prevent disruption or nuisance to other events.

**65. Novelties**

The Licensee may elect to sell event related souvenirs, programs, novelties or merchandise during an event. All such sales shall have prior written approval of WRMC Management. Sales shall be administered in accordance with all WRMC policies.

The Licensee is responsible for providing all sales staff. The Event Coordinator can provide the Licensee with a list of all approved novelty sales companies.

WRMC management must approve the number of points of sale and their location. All points of sale must comply with the Fire Code and WRMC policies.

Based on the rental agreement, the Licensee is responsible for all WRMC commissions and fees related to novelty sales. These fees must be paid directly to WRMC at the event closing.

The Licensee shall be responsible for acquiring and shall pay the cost of any and all licenses, permits, and taxes required by the authorities having jurisdiction over WRMC, the Licensee or a specific activity.

**66. Office Services**

Copying, fax, and typing services are not offered through WRMC. Larger events that require office services should contract with an outside vendor to set up a service center within the Licensee's rented space. Any costs associated with this type of service are the responsibility of the Licensee.

**67. Painting**

All painting is prohibited on WRMC premises.

**68. Parking**

Starting in May of 2010, WRMC implemented paid parking in all of our surface parking lots and garages. The WRMC parking operator accepts cash or credit cards for payment.

WRMC will no longer provide free parking areas for event attendees, exhibitors, contractors, or your staff. A limited number of parking passes may be issued as a part of the license agreement. All other necessary staff parking must be arranged through your Event Coordinator. Charges will be applied to any additional parking required. No parking is permitted on loading / truck docks. Please feel free to visit [www.culturaldistrictparking.com](http://www.culturaldistrictparking.com) for more information on our fees and facilities or to purchase a parking pass for an event.

At no time will parking be allowed in posted *FIRE LANES*, *NO PARKING* zones or on sidewalks. Any vehicle parked in a *FIRE LANE*, posted *NO PARKING* zones, on a sidewalk or any other unauthorized area will be subject to ticketing or towing at the owner's expense.

**69. Permits**

*See License/Permits/Taxes*

**70. Pets**

With the exception of specially trained assistance animals and animals that are a part of a contracted event, animals are not allowed in WRMC facilities.

**71. Plants**

Plants are neither available nor provided through WRMC. The Licensee may make arrangements, at their own expense, through an outside vendor or decorator.

**72. Police Officers**

WRMC is a city owned and operated facility. It is a facility requirement that off duty Fort Worth Police Officers provide the event security at WRMC.

Many events at WRMC require one (1) or more off duty Police Officers. Functions such as events serving alcohol, certain events open to the public, school dances, move-in/move-out, etc. must utilize at least one (1) officer.

With prior approval of the Event Coordinator, licensed, uniformed officers from other jurisdictions may be used to supplement (not replace) the required number of FWPD officers. All off duty FWPD Officers are contracted and paid directly by the Licensee at the prevailing rate. (Each officer must be paid individually)

***The Event Coordinator and WRMC Management will determine the exact number of FWPD Officers required.*** The Event Coordinator will make arrangements for the officers through the appropriate FWPD officials.

**73. Posters/Signage**

Posters and Signage are to be mounted on easels or individual sign holders.

All signage must be of a printed nature and meet the approval of the Event Coordinator and WRMC management.

Signage may not be taped, nailed or otherwise fastened to any ceiling, window, WRMC equipment, painted surface, walls or doors of WRMC.

At move-out, the Licensee or service contractor must remove all signage. Any cost incurred by WRMC from the use of or removal of these items will be charged back to the Licensee at the prevailing rate.

**74. Pre-Bedding**

Pre-bedding stalls/tie outs/pens will be done at the request of the show. WRMC staff will not pre-bed for individuals. (All pre-bed requests must come through the show.)

Any additional charges related to this service will be charged to the show on their final invoice. (for current labor rates please call your Event Coordinator).

**75. Propane**

*See Fire Regulations*

**76. Pyrotechnic Special Effects**

Pyrotechnic displays of any type are not allowed without a permit and approval from the Fort Worth Fire Marshal. Your Event Coordinator can assist with contacting the appropriate officials to obtain a permit.

Pyrotechnic displays will require the presence of at least one standby Fort Worth Fire Marshal. Any fees incurred are the responsibility of the Licensee.

The Fort Worth Fire Marshal reserves the right to request a test firing of the pyrotechnic display.

**77. Registration**

If available, reasonable space will be made available for registration purposes with the approval of WRMC management, in consideration of other events renting space in the building during the same period.

At no time, shall registration tables or counters be allowed to block or obstruct exits or doors.

**78. Rigging**

When shows require special rigging of lighting or sound, the Licensee shall follow WRMC policies on rigging.

Only approved rigging contractors, A/V or lighting companies may rig in the Coliseum, Auditorium or exhibit hall. Ask your Event Coordinator for a list of the companies on the approved list.

**79. RV Parking**

Limited RV Parking is available on a first-come, first-served basis. (WRMC does not take reservations) Payment for utilities must be received before service is activated. **The State of Texas and the CFW Environmental Management Department prohibit the dumping of any wastewater on City of Fort Worth property or into storm drains.**

**80. Samples**

Permission to distribute or dispense, without charge, any samples of food, beverages, refreshments, or sundries related to the event, must be arranged in advance. WRMC management reserves the right to regulate the size and type of samples.

**81. Scooters**

Scooters are permitted on WRMC property and in the exhibit hall for move-in/move-out with prior approval of the Event Coordinator.

All scooters must be operated by a licensed driver and should be driven on the street. Drivers are subject to all City of Fort Worth traffic laws.

Scooters are not allowed in any building (including barns) Scooters should be parked outside the buildings and should not obstruct any sidewalk.

**82. Security**

WRMC does not provide any type of overnight security in or around the facility.

WRMC is a city owned and operated facility. It is a facility policy that off duty Fort Worth Police Officers provide the event security at WRMC. ***The Event Coordinator and FWCC Management will determine the exact number of FWPD Officers required for each event.*** The Event Coordinator will make arrangements for the officers through the appropriate FWPD officials

All off duty FWPD Officers are contracted and paid directly by the Licensee at the prevailing rate. (Each officer must be paid individually)

With prior approval of the Event Coordinator, a licensed security company or uniformed officers from other jurisdictions may be used to supplement (not replace) the required number of FWPD officers. WRMC strongly encourages overnight security any time valuable items are left on the property overnight. The Event Coordinator will make arrangements for the officers through the appropriate FWPD officials.

**Building Access:** By entering or leaving the WRMC complex or any building in the complex, all persons and/or vehicles consent to a physical search. All persons carrying briefcases, purses, packages or any other objects or items consent to inspection while on premises.

For security purposes, WRMC management reserves the right to require all event staff, exhibitors, vendors, as well as attendees to wear some type of identification at all times while in the facility. Any additional staff required will be the financial responsibility of the licensee.

**83. Service Contractors**

The Event Coordinator or the Sales and Scheduling Department can provide a list of service contractors approved to work at WRMC. These include A/V Companies, decorators, electricians, etc. Payments to all of these companies are the responsibility of the Licensee.

**84. Shavings**

All shavings on the property must be purchased from the Will Rogers Memorial Center Shavings Office.

Pre-bedding stalls/tie outs/pens will be done at the request of the show. WRMC staff will not pre-bed for individuals. (All pre-bed requests must come through the show.)

Any additional charges related to this service will be charged to the show on their final invoice. (For current labor rates please call your Event Coordinator).

**85. Signage**

*See Poster/Signage*

**86. Skirted Tables**

WRMC will skirt an 8' head table and/or registration table for small shows and meetings that do not require a decorator. Due to the limited number and color, the Licensee should contact the Event Coordinator for availability. Extra charges will apply to skirted tables.

For events with a decorator, the service contractor must provide all skirts and tables.

**87. Smoking Policy**

WRMC is non-Smoking facility. Smoking anywhere inside a WRMC facility is strictly prohibited.

**88. Sound**

Most areas on WRMC property are equipped with sound for WRMC equipment. Outside A/V contractors may patch into the house sound under the supervision of a WRMC technician.

Any specialized sound or requirements that can't be met with WRMC equipment should be obtained through an outside vendor. Ask your Event Coordinator for a list of the vendors approved to work in WRMC

**89. Spray Paint**

*See Painting*

**90. Stage Hands (IATSE)**

The Licensee (or WRMC Stagehand Crewleader at the Licensee's request) will be responsible for making all arrangements when the Licensee's event requires the use of qualified, contracted stagehands.

The WRMC Stagehand Crewleader can assist the Licensee in making contact with the appropriate approved vendor.

**91. Staples/Tacks/Nails**

The driving of nails, tacks, staples, or screws into any surface at WRMC is strictly prohibited. Holes may not be drilled into any surface of WRMC.

**92. Stickers/Tape**

The use of stickers on any WRMC surface is strictly prohibited. An extra fee will be charged to the Licensee's final invoice to remove any such adhesive material from WRMC property.

No double-faced tape may be used on any finished floor surface, carpeted area or lectern.

No tape may be used on any painted surface. When approved, only masking tape or decorator tape may be used in WRMC.

**93. Storm Drains**

The State of Texas and the CFW Environmental Management Department prohibit the dumping of any debris, grease, or wastewater into a storm drain. Violators will be subject to tickets and fines.

**94. Table Skirts**

All table skirts and drape must be constructed from flame retardant material. Some proof such as a certificate or label is required.

**95. Taxes**

*See License/Permits/Taxes*

**96. Telephones**

Telephone service must be arranged through AT&T at **1.800.499.7928**. In order to insure proper installation, your order should be placed a minimum of 6-8 weeks before the service is required. It is always a good idea to follow up on all orders.

WRMC is not responsible for telephone service installed by AT&T. As a result, WRMC staff cannot make changes or repairs to service not properly installed or activated by AT&T.

**97. Tents**

Any closed sided tent greater than 400 sq. ft. or an open sided tent greater than 200 sq. ft. will require a tent permit and approval from the Fort Worth Fire Marshal. Your Event Coordinator can assist with contacting the appropriate officials to obtain a permit.

Any tent inside a building will require approval from the Fire Marshall.

**98. Tickets**

For all events that require ticket sales, it is a WRMC requirement that the Licensee furnish all of the tickets. It is further required that all tickets be printed and purchased from a bonded ticket company, and a ticket manifest be provided to the Event Coordinator and WRMC management prior to tickets going on sale.

The Licensee is required to sell the tickets at the prices advertised and is responsible for all applicable State and local taxes.

Ask your Event Coordinator for a list of ticket vendors approved to work in WRMC.

**99. Ticket Takers**

Qualified ticket takers from an approved vendor must be used at all ticketed, and controlled access events. The Event Coordinator can provide the Licensee with a list of all approved vendors. ***The Event Coordinator and WRMC Management along with the Licensee will determine the***

**exact number of Ticket Takers required.** Any fees incurred are the responsibility of the Licensee and should be paid directly to the contracted vendor.

#### 100. Trailer Parking

At no time are trailers allowed to park on any street or in parking spaces marked for automobiles. Trailer parking is allowed in designated areas only. Your Event Coordinator can give you further information on the specific areas for trailer parking.

#### 101. Trash Removal

WRMC will make arrangements, if there is a need, for additional open top containers during an event, including move-in/move-out, as a result of excessive debris such as stage sets, large exhibits, etc. Any additional charges associated with additional debris will be billed back to the Licensee on the final invoice.

Trash pick up during an event will be performed as necessary from WRMC trash receptacles only. WRMC will also empty exhibitor trash if it placed in the aisle.

WRMC staff will not enter an exhibitor booth at any time. Booth cleaning may be handled by the individual exhibitor or coordinated through the decorating service contractor.

#### 102. Truck Docks

*See Loading Docks*

#### 103. Ushers

Qualified ushers from an approved vendor must be used at all ticketed, and controlled access events. The Event Coordinator can provide the Licensee with a list of all approved vendors. ***The Event Coordinator and WRMC Management along with the Licensee will determine the exact number of Ushers/Ticket Takers required.***

Any fees incurred are the responsibility of the Licensee and should be paid directly to the contracted vendor. Ushers are not considered security.

#### 104. Utilities

Other than 110 courtesy outlets, electrical needs are not supplied by WRMC. It is the responsibility of the Licensee to secure these utilities for exhibitors and staff through an approved contractor. All fees are the responsibility of the Licensee.

AT&T can supply all telephone/data needs. (See the Telephone section in this manual)

Approved Internet Service Providers can provide internet services. (See the Internet Service section in this manual)

#### 105. Water

Water is available in the exhibit hall, all of the barns and stall areas, and RV lots.

WRMC is only responsible for running the service to the hydrant. Any hoses or special fitting required to connect the service to any equipment is the responsibility of the exhibitor or contractor.

#### 106. WRMC Staff

All WRMC employees are required wear WRMC identification (Either uniform or name badge) along with their City of Fort Worth identification while working on WRMC property. With the Event Coordinator's approval, the Licensee may request additional identification for WRMC staff entering certain areas of an event. (Backstage pass, show credentials, etc.)

Properly identified WRMC personnel have access to all areas of the facility. However, for security reasons, the Licensee can restrict access for certain WRMC personnel with the approval of the Event Coordinator. ***WRMC Management and the Event Coordinators have the right to access all areas of the WRMC at any time.***



## Catering Guidelines

1. The following are requirements to cater meal functions at Will Rogers Memorial Center. Required documents must be on file before the catered function.
  - a) Completion and approval of the Application for Catering "Information Sheet".
  - b) A copy of caterer's City/County Caterer's License, good for one year, so it may be assured that health inspectors have inspected premises where food is prepared and vehicles used to transport.
  - c) An insurance policy or certificate with the following coverage. (If caterer desires to sign Caterer's Annual Agreement and complete the Application for Catering Information Sheet and be placed on "Current List of Approved Caterers", dates of coverage should be for one year.) If caterer desires to cater a specific function only, dates of coverage should coincide with meal function:
    - (1) \$1,000,000 combined – single limit per occurrence
    - (2) Will Rogers Memorial Center named as certificate holder and the City of Fort Worth, its officers, agents and employees must be named as additional insured. (Any insurance agency may write the policy as long as the requirements are as specified herein).
  - d) A signed Caterer's Annual Agreement valid for one year if caterer wishes to appear on "Current List of Approved Caterers".
2. **COBURN'S CATERING** is WRMC in house caterer. However, WRMC has an open catering policy and you may choose any caterer from the WRMC approved caterers list to meet your event's food and beverage requirements. The companies on the approved list are the only companies/groups allowed to bring food and/or beverages into the WRMC. Ask your Event Coordinator for a list of the caterers on the approved list.

For an additional fee, (and if available) a food and beverage provider may rent the kitchen facilities.

For catering in all other areas of WRMC the food and beverage provider will need to be self-sufficient. (Including but not limited to table coverings, ice, utensils etc.) Any additional requirements by the food and beverage provider, such as tables, chairs, special electrical needs, etc. are subject to additional charges.
3. No pressurized gases (such as butane, propane, etc.) will be permitted inside any WRMC building at any time.
4. Outside catering for special "backstage" functions is also permissible with approval from the Event Coordinator. Ask the Event Coordinator for specific details on backstage catering.

The event producer and/or the caterer must contact the Event Coordinator to make arrangements for catering set up and move in.

5. The Fire Code and the Fire Marshal's office strictly regulate the use of candles in an assembly area such as the WRMC. Any use of candles must receive prior approval from the Fire Marshal and meet all Fire Code requirements.
  - a) A permit is required to use candles in connection with assembly areas. Your Event Coordinator can assist with contacting the appropriate officials to obtain a permit.
  - b) All candles must be self-extinguishing. The candle must be placed in an approved container that will upright itself after being tilted to a 45 degree angle.
  - c) There must be a minimum of two (2) inches from the top of the flame and any combustible material that might be placed on top of the holder.

Your Event Coordinator can assist with contacting Fire Marshal's office with specific questions regarding the use of candles.

6. Each outside catering company will be required to pay a 20% catering commission to the WRMC. This commission is based on the total catering invoice minus sales tax. A complete catering invoice must be supplied to the Event Coordinator prior to the end of the event.
7. All caterers are required to remove their equipment (including rented equipment) and materials at the conclusion of the event. This includes but is not limited to tables, chairs, hot boxes, linens, etc. WRMC will not be responsible for any property or equipment left after the conclusion of the event.
8. Each caterer will be responsible for cleaning any WRMC equipment and facilities associated with the catering of an event. This includes the front of house serving area as well as the kitchen, back of house prep area and equipment.

WRMC staff will provide mops, brooms, dustpans etc. to assist the caterer in the cleanup process.

***Any group utilizing WRMC catering areas without a contracted caterer will be responsible for meeting all catering guidelines as if they were a caterer.***

Clients or Caterers who do not return the facility/equipment in satisfactory condition will be subject to an additional cleaning charge. A cleaning deposit may also be required on future rentals.

9. Each caterer will be responsible for the removal of all trash created by the catered event. WRMC staff will provide trash cans and liners to assist with collection of the trash. **(All food trash must be bagged)**

The caterer will also responsible for delivering the trash to the appropriate WRMC trash receptacle. (compactor/dumpster)

10. **ALL** alcohol served must be handled through **COBURN'S CATERING**, the holder of the appropriate alcoholic beverage permits.

At any function where alcohol is served, at least one (1) off-duty Fort Worth Police Officer must be present.

***The Event Coordinator and WRMC management will determine the exact number of FWPDP Officers required.*** The Event Coordinator will then make arrangements for the officers through the appropriate FWPDP officials.

11. Any cater requiring access to the facility after the ending time stated on the license Agreement will be subject to additional rental fees.



## Fire Regulations

The information contained in this brief outline does not by any means completely cover the ordinances and regulations contained in the City of Fort Worth Fire Code. It does however provide the basic rules governing exhibits in any building open to the public for entertainment, information and/or merchandising purposes.

***The Fire Marshal reserves the right to shut down the event summarily for code violations or safety purposes***

### 1. General Regulations

- a) Exhibitors, contractors, Licensee and staff, along with all other event personnel shall comply with all federal, state and municipal fire codes, which apply to places of public assembly.
- b) The width of all aisles at trade shows must be in compliance with the City of Fort Worth Fire Code. The Width of the aisles will have an effect on the Maximum Occupancy Load set by the City of Fort Worth Building Officials. The aisles must remain unobstructed at all times.

### 2. The Event Coordinator can assist the Licensee in contacting the appropriate officials with specific questions regarding aisle widths.

- a) Fire fighting and emergency equipment must not be blocked or obstructed under any circumstances. All fire hoses, extinguisher cabinets, and pull boxes must be visible at all times. Exhibit booths must not block fire fighting equipment or emergency exits.
- b) WRMC is a NON SMOKING facility.
- c) Storage of crates not being used or freight not being used or displayed must be arranged with the Event Coordinator and approved by the Fire Marshal.
- d) Exit sign illumination shall be provided and maintained at all times.
- e) The Fire Marshal or his designee, depending on the show, display, activity or event, may require the Licensee to contract at least one (1) Fire Marshal to be present during show hours.
- f) If any show, performance or event utilizes lasers, the laser technician must be licensed by the State of Texas.

### 3. Booth Construction, Decorations, and Stage Scenery

- a) All decorative and construction materials must be non-combustible, flame resistive or treated with a flame retardant solution.
- b) All curtains, drapes, carpets and decorative material must be non-combustive or flame resistive material.
- c) Any merchandise or materials attached to drapes or table skirts must be of non-combustive or flame resistive material or approved by the Fire Marshal.

### 4. Enclosed and Multiple Story Booths

- a) All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside of the enclosed area.
- b) All multiple story booths must have at least two clearly marked exits. (The Fire Marshal may require more depending on the size of the structure.)

- c) The travel distance inside a booth or exhibit enclosure may not be more than 50 feet.
- d) Multiple story booth plans must be submitted to the Fire Marshal for approval. The plan must specify the maximum number of occupants, and have structural engineer's stamp certifying that the structure can bear the maximum occupant load.
- e) Multiple story booths must contain at least one 10 lb ABC fire extinguisher per floor. (The Fire Marshal may require more depending on the size of the structure.)

**5. Tents**

- a) Any closed sided tent greater than 400 sq. ft. or an open sided tent greater than 200 sq. ft. will require a tent permit and approval from the Fort Worth Fire Marshal. Your Event Coordinator can assist with contacting the appropriate officials to obtain a permit.
- b) Any tent inside a building will require approval from the Fire Marshall.

**6. Exits and Exit Access (Ingress/Egress)**

- a) All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.

**7. No signs, banners or any other material shall be placed on or in front of a door that will affect the door's operation in any way.**

**8. No signs, banners or any other material shall be placed on or cover any exit or exit door that will give the impression that the exit or exit door is not fully operational.**

- a) No signs, curtains, drapes, or banners shall be hung in a manner that will obstruct the view of any exit sign.
- b) NO decorations, furnishings, or other objects may be placed in a manner that will obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in a manner that might confuse the direction of exit.

**9. Flammable Materials, Compressed Gases and Explosives**

- a) The following items are not allowed inside any of the WRMC Facilities.
  - i) Use, display, or storage of LPG. (Propane or Butane)
  - ii) Flammable liquids or gas.
  - iii) Bar-B-Q Grills
  - iv) Salamander Stoves
- b) The following items may not be used without prior approval from the Fire Marshall.
  - i) Candles or open flames
  - ii) Straw, sawdust or wood shavings
  - iii) Welding or cutting equipment
  - iv) Class B or C Fireworks of any type are not allowed without a permit and approval of the Fire Marshal. The Fire Marshal has the right to request a test firing of the fireworks display.
  - v) Pyrotechnic special effects of any type are not allowed without a permit and approval from the Fire Marshal. The fire Marshal has the right to request a test firing of the pyrotechnic display

**10. Open Flames**

- a) The following items may not be used without the appropriate permit and approval from the Fire Marshal.

- i) Lit candles and lanterns for demonstration purposes.
- ii) The use of open flames, burning or smoke emitting materials as a part of an act, display or show is prohibited unless approved by the Fire Marshal in advance.

**11. Cooking and Cooking Appliances**

- a) Cooking in WRMC is permitted on a limited basis with prior approval of the Fire Marshal.
- b) Cooking appliances must be placed on a non-combustible surface and may not be located within two feet of any combustible material.
- c) All cooking using grease or oils require a splatter shield or lid to protect attendees, Licensee's staff and WRMC employees.

**12. Electrical Equipment**

- a) Electrical equipment must be installed, operated and maintained in a manner, which does not create a hazard to life or property. Electrical work must comply with all applicable City, State and National Codes.
- b) All extension cords extending across an aisle or on the path of travel must be taped down and marked to avoid tripping anyone walking across or through the area.

**13. Vehicles**

- a) The following are the requirements for displaying vehicles and fuel powered engines.
  - i) No more than 1/4 of a tank of fuel (5 gallons) or minimum of amount needed for driving in, positioning, and driving out of the exhibit hall.
  - ii) Fuel tank cap must either be locked or sealed by tape.
  - iii) Battery cables disconnected.
  - iv) Floor plan of the display area must be submitted to the Fire Marshal for approval.
  - v) Keys to all vehicles must remain on site, so the vehicle can be moved in case of emergency.
  - vi) Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
- b) No vehicles shall be parked in designated fire lanes at any time outside WRMC. (Including move-in/move-out)
- c) All vehicles not on display must be moved out of the building prior to any public being admitted.

**14. Hazardous Materials**

- a) OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material and appropriate hazardous warnings.
- b) Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet in case of spill or leakage.

**15. Seating Arrangements**

- a) All seating arrangements for events will be in accordance of the NFPA 101 Life Safety Code and approved by the Fire Marshal.
- b) The final floor plan of the layout for conventions, concerts or conferences should be submitted to the WRMC at least 90 days in advance. The Event Coordinator will then submit the floor plan to the Fire Marshal for approval.

**WILL ROGERS MEMORIAL CENTER MAP LEGEND**

- 1 Will Rogers Auditorium**  
2,856 Permanent Seats
- 2 Will Rogers Coliseum**  
5,652 Permanent Seats  
125' x 250' arena
- 3 Amon G. Carter Jr. Exhibits Hall**  
**Texas Room** - 94,460 sq. ft. exhibit space  
**Round Up Inn** - 18,000 sq. ft. ballroom  
**South Texas Room** - 4,400 sq. ft. meeting space  
**Silver Spur** - 979 sq. ft. meeting space
- 4 Burnett Building**  
More than 197,000 sq. ft.  
565 permanent 10' x 10' galvanized metal stalls  
Nine show offices, climate controlled  
Four dressing rooms, climate controlled  
60' x 120' exercise arena  
31 cattle pens
- 5 Richardson – Bass Building**  
More than 215,000 sq. ft.  
278 permanent 10' x 10' galvanized metal stalls  
Two show offices, climate controlled  
60' x 120' exercise arena  
34 cattle pens  
**Brown-Lupton Exhibits Area** - 10,800 sq. ft.  
**John Justin Arena** - 110' x 260' climate controlled arena  
1,934 permanent seats  
**James L. & Eunice West Arena** – 25' x 25' climate controlled  
640 permanent theater-style seats
- 6 Charlie & Kit Moncrief Building**  
655 cattle ties or capacity for 262 portable 10' x 10' stalls  
90' x 150' exercise arena  
2,800 sq. ft. exhibit space, climate controlled  
Three meeting rooms, climate controlled  
Three show offices, climate controlled  
**W. R. Watt Arena** – 100' x 200' climate controlled arena  
998 permanent seats
- 7 Livestock Barns**  
Eight connected buildings covering 20 acres  
1,600 cattle ties, capacity over 600 portable stalls

