

EXHIBITION HALL EVENTS AT THE BJCC

EVENT PLANNING, LAYOUTS & OCCUPANCY LEVELS

- All event layouts and documents must be submitted to the BJCC at least thirty (30) days prior to the event commencing to ensure all layouts meet appropriate physical distancing for patrons and exhibitors and other safety requirements. These requirements include, but not limited to, the following:
 - 6' spacing on all sides of exhibitor booths
 - 10' aisles (operating in one direction)
 - 6' spacing for all line queuing areas including entries, concessions or other related areas
 - Physical distancing inside or adjacent to any activation or congregating areas
 - Signage inside the ticketed area(s) reinforcing COVID protocols and procedure
- Final layout acceptance will reside with BJCC management and the Authority Having Jurisdiction as determined by the City of Birmingham and Jefferson County. Promoter must follow any/all restrictions as set forth by the BJCC.
- Promoter is responsible for all costs related to the production of the event in compliance with the COVID-19 restrictions including any additional staff, equipment, cleaning, set up labor or other event-related items necessary to produce the event.
- The BJCC will prepare an estimate of charges after reviewing the event layout and program.
- Occupancy levels will be determined once the layout has final approval. Occupancy considerations include the following:
 - Calculated by the useable net square footage (as determined by BJCC) utilizing 36 square feet per person
 - Must use turnstiles for attendance counts with clearly marked entry/exit lanes
 - Appropriate floor markings to maintain physical distancing
 - BJCC staff will be required to count in/out attendees to ensure compliance.
 - At no time will more patrons be allowed in the building than the adjusted occupancy number.

- All decorators and subcontractors must present their company Health and Safety plans to the BJCC and follow the approved check in/out process before entry to the building.
- Event promoter will coordinate with the BJCC to develop move in/move out procedures implementing required physical distancing for all vendors, exhibitors and staff personnel. A comprehensive plan is required and may include, but not limited to, such measures as
 - Staggered load in/load out times,
 - Increasing locations where shows load in
 - Minimizing the number of personnel each exhibitor can have on site at any given time
 - Health screening or verification process prior to entering the building
- All persons are required to wear face coverings or masks at all times while at the BJCC (patrons, staff, & participants). In addition, all patrons, staff, & participants will be required to follow any additional state and local ordinances relating to the use of PPE.

EVENT MANAGEMENT & EXHIBITOR REQUIREMENTS

- Stanchions, bike rack, markings or other materials to establish appropriate physical distancing for patrons queuing for ticketing, entry into the venue, registration areas, concessions, merchandise and other event-related items. Note that any point of sale including but not limited to tickets and merchandise will require a hard barrier separating the vendor from the guests. Suitable barriers include plexiglass barriers at the designated point of sale. The barrier type and use must be submitted to BJCC for approval.
- Cashless transactions are encouraged when possible.
- Promoter to provide an ingress and egress plan for attendees that maintains physical distancing with clearly marked entry and exit doors. This may require opening door/gates earlier to accommodate a slower ingress rate and/or increased staff. The BJCC will work with the promoter to determine the best course of action.
- BJCC will work with promoter to ensure the appropriate staffing numbers are being maintained regarding housekeeping, ushers, ticket takers, security and other event-related personnel. These staffing levels are necessary in order to operate each event in accordance to best practices.
- Each exhibitor vendor will be required to maintain the same guidelines as BJCC staffing and ensure the cleanliness of their respective space before, during and after the event. Should a vendor refuse to comply with the BJCC's policies, the BJCC has the right to remove such vendor from property if in its discretion is being unsafe.

- An orderly flow of ingress keeping in mind physical distancing must be maintained. This may require opening doors/gates earlier to accommodate a slower ingress rate and/or increased staffing. The BJCC will work with the promoter to determine the best course of action.
- Promoter to provide a safety plan on all activations regarding cleaning protocols and physical distancing.
- No face-to-face interaction closer than 6' between an attendee and exhibitor unless an approved barrier is in place.
- The BJCC reserves the right to halt any activities that are not maintaining physical distancing standards.
- The BJCC reserves the right to require additional mitigation for any/other conditions during the event at the Promoter's expense.

COMMUNICATION & MESSAGING:

- BJCC will post appropriate signage throughout the common areas and entries to the venue reminding patrons of its revised policies and to help maintain physical distancing. Promoter is required to produce appropriate signage inside the ticketed venue.
- Promoter will communicate and message all relevant information to participants and guests to help better educate and prepare prior to arriving at the BJCC.