

MAJOR CONVENTION CENTER ELEMENTS

The following paragraphs provide a brief description of each of the major spaces required for the convention facility. These short narratives explain the basic functional requirements for types of spaces and the necessary relationships to adjacent spaces. Where important to function, basic requirements for technical systems such as lighting and dimming, telephone and data utility distribution, and audio-visual equipment are also described.

The following table identifies the key categories of space by function and the projected areas required for each.

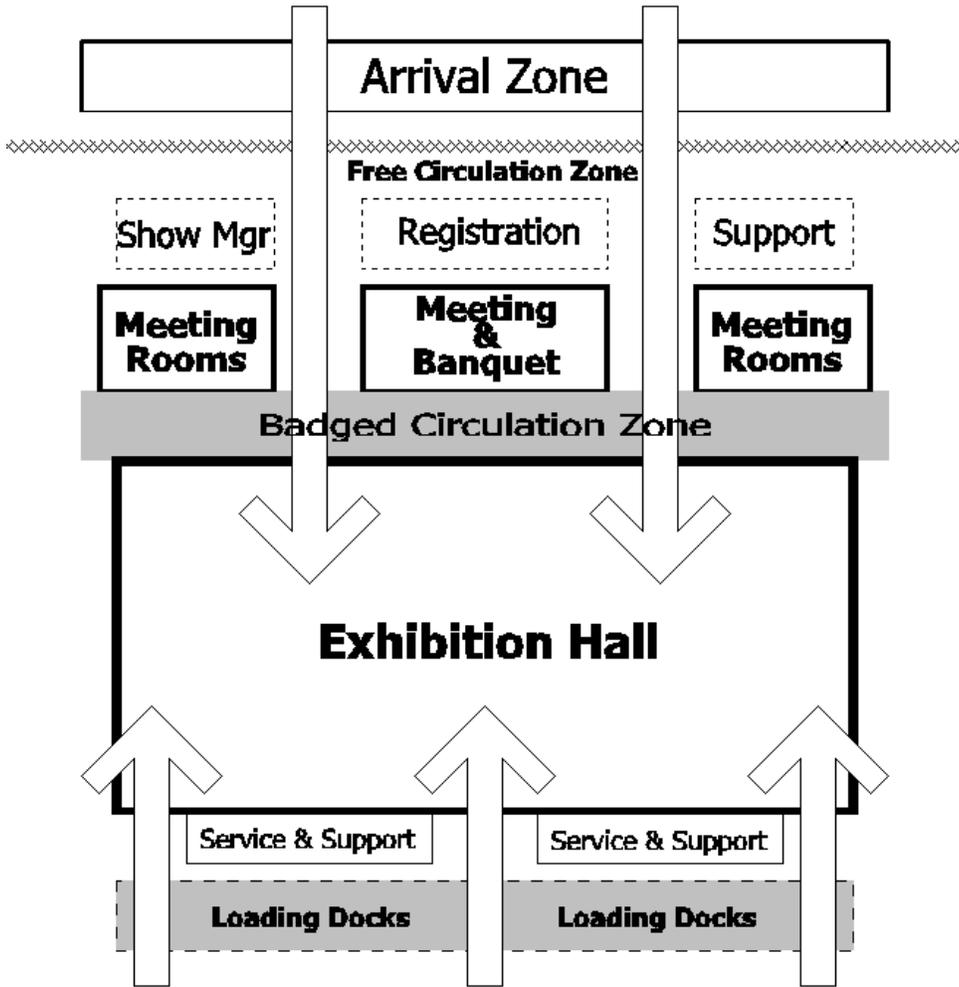
Functional Space Description	Area in SF
Public Lobbies, Concourses & Registration	169,200
Exhibition Areas	270,000
Assembly Spaces	133,000
Front-of-House Support Areas	34,600
Back-of-House Service Areas	206,380
Food Service Areas	30,500
Administrative Offices	11,650
Vertical Circulation	<u>59,030</u>
Enclosed Building Area	915,030
Unenclosed Areas	<u>37,200</u>
Gross CC Program Area	952,230

Arrival Zone

Site access should provide for an arrival zone along one face of the building that is for shuttle buses, taxis and limousines to drop off their passengers. The arrival zone configuration must accommodate the turning radius and loading for coach buses.

This open air space is the rain-protected outdoor entrance to the building and should clearly establish a visual demarcation line between pedestrians and vehicles. This separation may be composed of features such as color-banded accent pavement, bollards or planters that provide for free flow of pedestrians while restricting vehicular access. There should be no traditional “curb” or wheel stops that could be tripping hazards at this transition from exterior to interior space. An added benefit from this concept is complete ADA access.

Off-site, directional signage to the parking area should be provided on the major approaches to the property to separate attendees whose first stop is the parking area. On site, traffic flow should allow convenient access to parking for those private vehicles unloading passengers at the door.



For feature events and more formal functions - new product unveilings, black-tie dinners or receptions - a portion of this area may be converted to a ceremonial entrance. The “red carpet” treatment should be created with temporary decoration; built-in features are not desirable. Provide access and/or a staging area for limousine service and valet parking. Specialty lighting for the canopy will be important, setting the mood for formal evening gatherings. A combination of lighting sources will be required to allow for multiple scenes to be programmed.

Registration and Prefunction

Large-scale registration should occur either just inside the arrival zone or in the prefunction space outside of the exhibit hall. The depth of the prefunction space should allow for registration nodes to be set up in lobby vestibules or in a widened concourse so as not to interfere with lateral circulation. There should be space available to leave a small number of registration booths set up outside the exhibit area for the entire event and to use the remaining lobby area for prefunction activities.

This configuration must provide ample depth in the registration area for queuing. The openness of the lobby space should allow enough space for flexible registration setup using either strip- or island configurations.

There should be adequate space in the prefunction concourses for tabletop registration for smaller events using only the meeting rooms.

Exhibition Space

This flexible space is intended to be the heart of the convention center. The physical layout of this space should meet the basic requirements of an exhibit hall and the overall room should be divisible into roughly equal size compartments. The surfaces of the perimeter walls and structural columns should be durable and slightly “unfriendly” to human touch up to eight or nine feet above the floor. This will enhance the ability of those surfaces to require low maintenance.

The basic layout of the hall follows a 30-foot by 30-foot grid derived from a 10-foot by 10-foot booth, the building block of the convention and trade show industry. The booth-aisle-booth module may be arranged along either axis depending on the particular event’s organization or preference for flow. It is generally a good idea to have the capability to locate booths so that they can back-up to the perimeter walls. This is not possible however, at required points of access and egress, and unnecessary access points should be avoided. Entrances into supporting spaces should have doors into connecting service areas and not from inside the exhibit hall, especially if it can be anticipated that access may be required during an ongoing hall event.

Column-free exhibition halls are not mandatory but are perceived as more desirable to meeting planners. When columns are used, their location can sometimes be more critical than spacing. If columns are used, maintain column spacing on a multiple of 30 feet with a 90-foot square minimum.

The exhibit hall should be divisible into four or five roughly equal sections using operable walls. The minimum clear height to any obstruction should be 30 feet. The overhead structure should be designed to allow for lighting trusses, projection screens, banners or other convention-related materials to be hung from the ceiling at specific locations.

Design Loads

The floor should be designed to accommodate 350 pounds per square foot loading, which is the accepted “industry standard” for a trade show floor. Fixed hanging points shall be coordinated with the structure overhead, braced for lateral loading.

Utility Connections

Electrical power, telephone and data services should be provided in cast-in-place floor boxes on a 30-foot square layout grid. A combination of power configurations is required, including 208-volt 3-phase, 100-amp service and several 110-volt 20-amp circuits to convenience outlets.

For telecommunications, provide minimum of six (6) individual Category 6 cables to each floor box for voice/data outlets with termination to patch panels located in a service closet or utilidor. Provide four

(4) each single-mode and multi-mode fiber optic cables from every floor box to the nearest telephone closet, with access via patch bay to a fiber optic backbone.

Provide empty conduits from selected floor locations to a service tunnel/mezzanine or other service areas for use by technical support staff to temporarily route controls, microphones, additional power and other cables.

Water, drains and compressed air should be provided at perimeter walls and in selected floor boxes.

Lighting

A mix of high efficiency, non-dimmable metal halide and dimmable or stepped fluorescent lighting types is recommended. The space divisions will define individual lighting control zones. Each division must be coordinated with the others when the room is used in an open configuration. Light levels shall be variable to accommodate the numerous standard conditions of use - move in/out, public assembly, trade show exhibits and multimedia presentations.

Provide for feature lighting, microphones and audiovisual connections at typical head table and stage locations in each division of the hall. Remote locations for control panels will be needed.

HVAC

Controls for HVAC systems shall be zoned to match the exhibition hall divisions. Equipment should be enclosed in mezzanines located around the perimeter and accessible from service areas without disturbing ongoing events. Minimize vibration and sound transmission between air handling equipment and the exhibition space.

Back-of-House and Loading Dock

Ideally, there should be direct access from the loading dock into the exhibit hall to facilitate move-in/move-out. Each hall division shall have its own service entrance. Cross circulation on the loading dock shall allow each vehicle parking space to have access to each hall service entrance. Service and freight elevators shall be accessible directly from the dock.

Numerous functions typically compete for space along the interior back wall of the exhibit hall. Public restrooms and concessions require visibility and signage for attendee use. Support functions will include storage rooms, workshops and closets for electrical or telephone equipment. Emergency exits from upper levels (if so configured) will either be stair towers or horizontal exits, depending on code requirements and the final approach.

Meeting Rooms

Groups of meeting rooms should be distributed throughout the facility. A mix of sizes is acceptable as long as access and support facilities such as restrooms, telephones and vertical circulation are conveniently located nearby, and visual cues are provided for orienting the user to the overall facility. Event registration can be set up in the concourse and/or at the entrance to individual rooms. Rooms are to be subdivided with movable partitions at 30 feet on center, with the minimum room division a 30 ft. x 60 ft. module using a 30-foot structural grid. Optimal proportions for full-open meeting

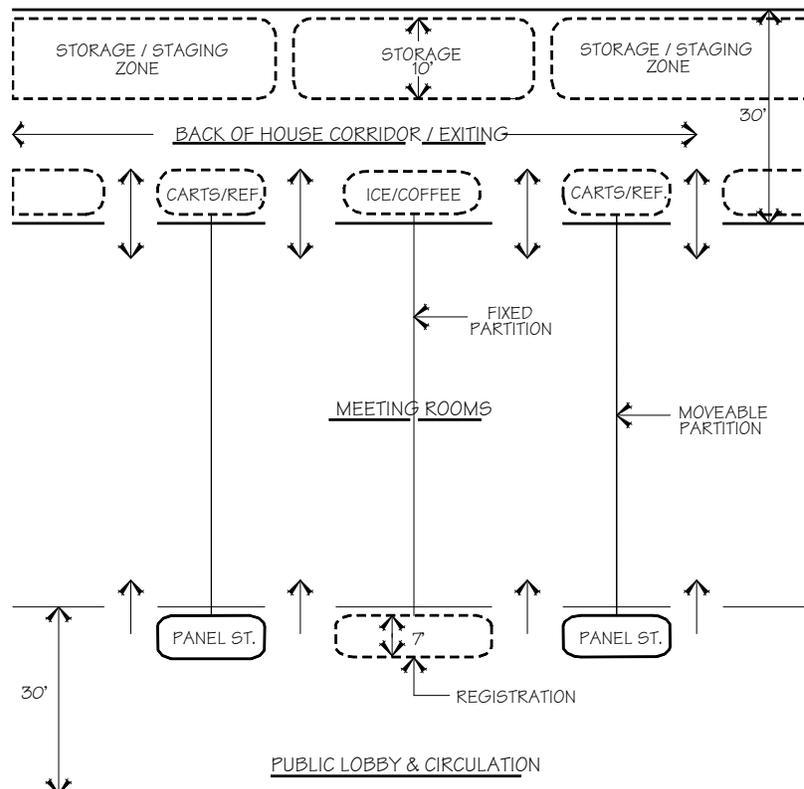
rooms are 1.5:1 and should not exceed 2:1 in any case. All divisible meeting rooms must have a 16-foot minimum ceiling height to accommodate the use of audiovisual projectors with a speaker's platform. Larger meeting rooms should increase the ceiling heights proportionally.

Each meeting room will have preprogrammed lighting scenes, access to cable television hook-up, and access to nearby storage areas for stackable seating and tables. Each meeting room should have a tackable surface and picture-hanging rail on at least one permanent wall, but more durable materials should be used for at least the lowest four feet for ware protection and maintenance considerations. The rooms should be carpeted, using a border pattern at the perimeter and a geometric pattern repeat to assist room layout and furniture alignment.

Coffered ceilings should include incandescent fixtures for low lighting levels and a combination of incandescent and fluorescent cove lighting to be used for general illumination. Lighting controls for on/off and dimming shall be compatible with the room divisions. Provide for the use of voice reinforcement systems with jacks for microphones; recording and broadcast system connections for both audio and video will be required.

Sound attenuation between meeting rooms, service corridors, and mechanical systems must be addressed. Structure-borne vibration will not be acceptable.

Service corridors provide access to the rear of meeting rooms. The layout should provide service access to all meeting and banquet rooms without crossing public spaces. Corridors must accommodate exiting, temporary storage and food service. If possible, a 30-foot modular width should be provided to accommodate all of these functions simultaneously.



Ballroom

The ballroom is a large, column free space that should be divisible into at least three sections. Its features include a finished ceiling, a mixture of lighting types including fluorescent, incandescent and specialty lighting for architectural features and special events; and a high quality carpet. Clear height to ceiling obstructions should be 30 feet.

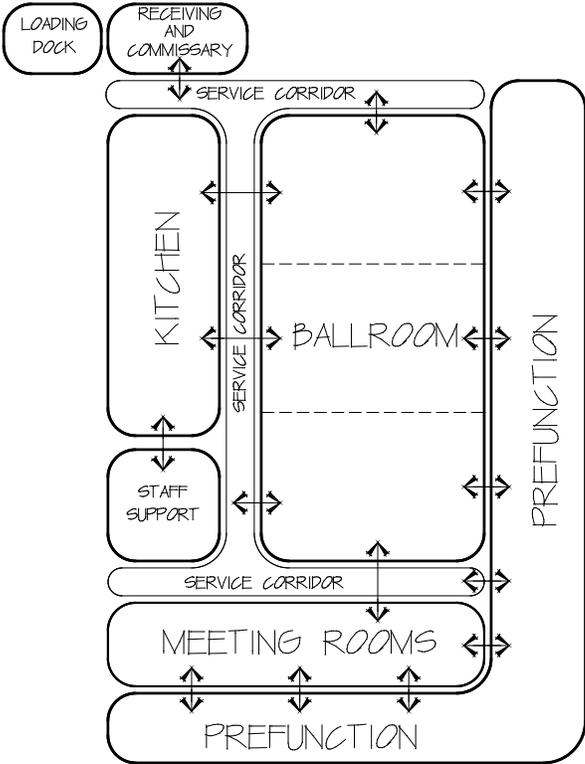
The highest level of service in the ballroom will be for banquet functions. At 50,000 square feet, this room should be able to serve 3,000 people comfortably using 72-inch diameter tables. Lectures or similar presentations using theater-style seating could host up to 4,000 people.

The layout is based on a structural grid with a 30-foot wide service corridor across the long dimension of this space. This corridor will be used as a staging area during events. Its 30-foot dimension includes table and chair storage in niches, food service work areas, and food cart staging areas. Maintain 20 feet clear for back of house circulation and exiting. The kitchen should have direct access to the service corridor as well as to dedicated food service elevators.

For general sessions or banquet presentations, lighting must have flexible circuiting and dimming controls zoned to the room divisions. The recent industry trend has been to use the ballroom for more theatrical presentations, resulting in an increased need for rigging capacity and electrical power for stage production lighting and sound systems.

Each room division should have support for head table locations. Typically, these will occur once in each individual room break and at either of two walls when the room is used in the full-open condition. Special features to occur at each location include:

- Microphone jacks.
- Individual light circuit for featuring key speakers or dimming for A/V use.
- Track lighting.
- Overhead speakers wired to a kill switch to reduce feedback.



Central Kitchen

The central kitchen is initially expected to be a full-service banquet kitchen that will primarily serve the ballroom. Meals will also be served in the exhibit hall as well as the various meeting rooms. The design capacity for serving salad, a main course, vegetables and dessert shall be a production rate of 3,500 to 4,000 meals per hour.

A dedicated dock area shall be provided for kitchen deliveries. A vertical core for service elevators and trash between levels is required nearby, with back-of-house access to all areas on all levels required. A separate building entrance for food service employees is desirable with staff support areas such as a locker alcove and briefing area nearby. An enclosed, air-conditioned garbage room at the dock must be provided.

Portable food service carts shall be used to display specialty coffees, pastries and other light food items in prefunction areas. Any "food court" ability will be created using these portable units, with electrical, phone, water and drain connections provided in selected areas. Built-in concession stands shall be provided in or adjacent to exhibit halls.

Client Support Areas

A variety of spaces are required to support the clients of the facility, from convention attendees to show management. These include public restrooms, telephone alcoves and a concierge service or information desk. Temporary show offices, dedicated registration storage spaces and central recording rooms will be provided for event management.

Employee Support

Staff support areas should be centralized near a dedicated employee entrance and have easy access to the back-of-house service corridors. Once past the building security office, full time staff members will have access to locker areas. Uniforms will be issued to part-time food service staff from an office near the kitchen.

Technical support areas include central control and storage rooms for lighting, sound and distributed television systems. Telecommunications and data support shall be located with the switch near the service entrance to the building.

Engineering, electrical and maintenance shops should be located on an outside wall of the structure near the dock with easy access to the exhibition floor. This area will house carpentry shop, electrical and radio repair functions, setup and housekeeping crews and other non-technical staff who support the daily operation of the building.