

The following decorating guidelines have been set in an effort to maintain the appearance of our facilities and provide the same quality service to all of our clients. Please keep in mind that the Amarillo Civic Center Complex hosts more than half a million guests each year and these guidelines are essential to maintain the Complex for everyone to enjoy. These guidelines are not all-encompassing, so clients with any questions or concerns about their décor should discuss their plans fully with an Event Supervisor to ensure all décor is in compliance with Complex policies. Event clients should also plan to conduct a site tour upon arrival and again after each event to inspect for damages and cleanliness. An Event Supervisor can be contacted directly on the Event Cell Phone at (806) 654-1719. Please read the following guidelines thoroughly:

- For hanging banners or other décor throughout the Complex:
  - No tape of any kind is allowed on any walls, curtains, columns, or the metal frames around the glass anywhere in the Complex. A high quality, transparent tape (such as Scotch tape) may be used to hang signs on GLASS surfaces.
  - Clips, beeswax, decorator hooks, Command strips, and poster putty are acceptable for hanging banners or décor.
  - Nails, staples, screws, or any other permanent mounting fixtures are NEVER allowed for any reason.
  - The event client may be liable for any damages caused by hanging or mounting banners and décor.
- For suspending items from the ceiling throughout the Complex:
  - Only professional decorators, AV companies, or riggers may suspend items from the ceilings in the North Exhibit Hall, Heritage Room, Coliseum, Auditorium, or GNC Theatre. Please consult with an Event Supervisor to inform the Complex fully of what will be hung and ensure that all rigging requirements are understood and met.
  - Nothing may be hung from the ceiling in the GNC Lobbies or GNC Education Room.
  - All items hung in the South Exhibit Hall, Regency Room, Hospitality Room, north end Malls, Box Office Chase, Coliseum Concourses, and lower ceiling of the Grand Plaza must be hung with decorator hooks only.
  - No décor of any kind may be hung from light fixtures, sprinklers, signage, or other permanently placed fixtures.
  - Nails, staples, screws, or any other permanent mounting fixtures are NEVER allowed for any reason.
  - The event client may be liable for any damages caused by hanging or mounting banners and décor.
- For decorating at the Globe-News Center for the Performing Arts:
  - Due to the configuration of the Globe-News Center, the GNC Lobbies must not be set with table seating when an event is scheduled in the performance hall. Please consult with an Event Supervisor to discuss set-up needs prior to event move-in.
  - The GNC Founder's Lounge and Green Room are furnished areas for specific uses and may not be altered or used without expressed permission from Complex management.
- For decorating in the Grand Plaza:
  - Absolutely no items be may placed inside of the fountains or planters in the Grand Plaza at any time for any reason.
  - Consult with an Event Supervisor prior to event move in to let the Complex know whether the fountains are requested to be on or off during an event. Fountains can be turned off once an event starts, but they cannot be turned on once an event has begun.
  - No rigging is permitted in the Grand Plaza Ballroom from the ceiling or light truss. Lightweight décor is permissible from the ceiling structure, but this must be requested and approved in advance by Civic Center Management.
- For running décor or AV requiring cables or extension cords:
  - Gaffer's tape, painter's tape, and guerilla tape are the only acceptable to tape for affixing cords and cables to the floor or carpet. Duct tape and packing tape are NEVER allowed. The Complex has Gaff tape available if a client does not have their own; please consult with an Event Supervisor for applicable charges.
  - All cables and cords run through walkways, aisles, or doorways must be firmly taped or properly covered. Mats and cable ramps are acceptable for covering cords if an event client or vendor can furnish their own. The Complex has a small amount of cable ramps; please consult with an Event Supervisor for availability.
- The Complex can provide some lighting, audio, and video equipment and services in house. Please consult with an Event Supervisor to discuss event lighting, audio, and video needs PRIOR to event move in, as some equipment and services require the hiring of a Technician and equipment rental rates may apply.

- The Complex does not loan out ladders. Event clients must furnish their own ladder to access heights if needed. Chairs and any other equipment may not be used in lieu of a ladder to ensure the safety of our clients, patrons, and employees.
- The Complex does have scissorlifts, manlifts, and forklifts available for rent. The rental of scissorlifts, manlifts, and forklifts are subject to availability depending on Complex staff and other event needs. Consult with an Event Supervisor prior to event move in to discuss availability and applicable rental rates and/or labor.
- No helium-filled balloons are allowed inside the Complex at any time. Balloon arches, columns, and other décor are acceptable so long as they are not filled with helium. Consult with an Event Supervisor for questions about balloons.
- Décor which can cause large messes that are difficult to clean is prohibited. Examples of these types of décor include sequins, glitter, confetti, hay, tumbleweeds, peanuts, etc. Please consult with an Event Supervisor about décor plans to ensure all décor is within Complex guidelines. Any excessive messes left behind by unapproved décor may result in the event client being charged for cleaning fees.
- The use of candles is permitted provided that ALL candles are in votives in which the flame does not extend past the top of the votive. No incense, sparklers, sage, or any other type of burning may occur within the Complex without the consent of Complex management and approval from the City of Amarillo Fire Marshal office.
- No oil-based fog/haze of any kind is allowed anywhere in the Complex due to the sensitivity of fire detection systems. Water-based fog/haze is allowed in the Grand Plaza, Coliseum, Auditorium, and GNC Theatre but must be approved by an Event Supervisor or Complex management prior to the event.
- Absolutely no décor or items may be placed in the stairwells around the Coliseum, Auditorium, or GNC to prevent impeding ingress and egress.
- Doors marked as emergency exits and doors with exit signs above them may not be blocked at any time for any reason per Fire Code. An aisle the width of the entire exit must be left leading to the door if any objects or décor is placed near these doors. Consult with an Event Supervisor if blocking an exit is being considered to discuss alternative solutions if possible.
- Event clients are responsible for ensuring all decorations and items brought into the Complex are removed following their event including the hooks, signs, banners, tape, etc. Please clearly mark any trash left behind after events have ended. The Complex is not responsible for any items left behind following an event. Items left after an event for pick up at a later date MUST be pre-arranged with an Event Supervisor.
- Event clients are responsible for any messes or damages left behind after an event. Cleaning charges and/or damage fees may be applied to the event invoice if messes or damages are found left after an event is over. Consult with the Event Supervisor on duty prior to leaving to do an inspection to ensure that the room is being left in a satisfactory condition and no items have been left behind.