



**AUSTIN CONVENTION CENTER DEPARTMENT (ACCD)
SERVICE AREA, YARD AND ENTRY RULES FOR EXHIBITORS AND CONTRACT
EMPLOYEES**

- All **Contractors** who are not already displaying an ACCD Contractor ID/Access Badge or Temporary ID/access badge will be required to wear an ACCD Security issued wristband. These will be issued to persons either individually or through the work groups as they arrive on the worksite
- **Exhibitors** must check in at the Service Yard security post or with the vehicle gate security staff and will be provided with a temporary adhesive badge for short-term access to the yard and designated exhibit halls prior to the exhibit/show opening
- Per **ACCD Operational Policy**, Exhibitor/GSC/Vendor move in/outs must be conducted through the designated Service Yard and dock areas only. There is no parking allowed in the service yard
- For safety and security, once a show has opened, exhibitors and attendees are strictly prohibited from using the Service Yard entrances and exits unless an emergency exists. **The ACCD Service yards are closed during show hours except for ACCD business** and all other business should utilize public show/event entrances
- Safety and Security are of primary importance at ACCD. Contractors, subcontractors or others who are issued identification devices (described above) should not provide access to others (either intentionally or inadvertently) who do not have access privileges. This includes allowing person to “piggyback” through controlled access doors/gates
- The service yard truck/vehicle gates should never be used for pedestrian in/out traffic
- Due to the inherent risks involved, children under 17 are prohibited from ACCD Service Yards, Docks and Exhibit Halls during move in/out
- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date
- No possession or use of alcohol or illegal substances
- All containers, packages and vehicles entering the facility are subject to inspection
- No animals without prior ACCD approval other than trained service dogs
- No speeding or reckless use of vehicles, forklifts, carts or equipment. All individuals including clients, exhibitors, decorators, contractors and exhibitor service companies must follow all applicable safety rules and regulations including OSHA and ACCD operations/safety guidelines