



Facilities Management Policies and Procedures



Adopted by the Williamson County Commissioners Court on

Williamson County Exposition Center

PURPOSE OF POLICIES AND PROCEDURES

Provide a consistent guideline for Event Holders, Licensees and Users. Provide a safe and quality experience while using the Williamson County Exposition Center.

PURPOSE OF FEES

Generate revenues to offset the operational costs of the facility and to provide funds for future capital improvements.

ESTABLISHMENT OF FEES

License and Use fees for Williamson County Exposition Center will be reviewed on an annual basis with consideration given to:

- the service needs of the community,
- the facility target user market,
- competitive and reasonable rental rates and
- operational costs and the need for future capital improvements.

FACILITY

Williamson County Exposition Center:

- Parking Lot
- Main Arena
- Indoor Exposition Hall (North)
- Indoor Exposition Hall (South)
- Outdoor Covered Exposition Hall
- Meeting Room
- Conference Room
- Catering/Warming Kitchen

GENERAL USAGE POLICY

Williamson County retains control and management of the Williamson County Exposition Center at all times, and shall have the right at all times to enforce all rules and regulations described hereto; and shall have the right to eject all persons who fail and/or refuse to comply with the rules and regulations.

Williamson County retains the right to refuse any or all requests for use, or to cancel any and/or all reservations before or while they are in effect if these policies are not complied with, or if the space or facility requested is needed for governmental functions.

ACCESS DURING EVENTS

Williamson County Exposition Center employees responsible for management and maintenance of the facility therefore, shall have the right to access the facility at any time during any event.

ADVERTISING

Licensee shall not hang signs, bunting or other advertising materials anywhere on the premises without prior approval of Williamson County Exposition Center management. The County does recognize the need for event holders to display sponsor advertising; therefore, advertising materials and locations will be determined on an event by event basis.

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EVENT MARKETING

Williamson County Exposition Center employees shall not be responsible for event promotion. The Williamson County government logo may not be used on any promotional materials without the express written consent of Williamson County Exposition Center.

EVENT STAFFING

Licensee shall provide all ushers, announcers, ticket takers, clean-up crew and other personnel necessary to conduct the activities described in the License & Use Agreement.

Williamson County may be able to provide personnel for limited activities.

A Williamson County Exposition Center employee may be on site or on call while the facility is occupied. This will be determined on an event by event basis and finalized during planning meetings.

FACILITY ALTERATIONS

Licensee may not undertake any plumbing, electrical, telecommunications, carpentry or mechanical work on any part of the facility without prior written authorization of Williamson County Exposition Center management. All alterations must be requested in writing and submitted a minimum of 30 days prior to the event.

AGREEMENT FOR USE

A group, individual or business ("Licensee") using the Williamson County Exposition Center must first obtain permission from the Williamson County Exposition Center Manager. Agreements for use of the Williamson County Exposition Center or any part thereof will be issued in printed form. (No verbal agreement for use of the Williamson County Exposition Center shall be binding upon either party.) Advance payment and proof of insurance is required at the time of issuance of the Agreement. Agreements will be mailed to Licensee. Licensee will sign and return to Williamson County Exposition Center with advance payment required and proof of insurance. The Williamson County Exposition Center Manager shall require the Licensee to provide information to determine proper management of any event. Agreements will be issued six months in advance when possible, unless events are booked within six months of event, at which time they will be issued immediately upon booking.

BOOKING

All one day non-repeating events may book up to nine months prior to the event date and must book outside of one month. All repeating and multi-day events may book up to two years in advance of dates at one time and outside of one month.

FLOOR/AREA PLANS

Licensee shall submit floor / area plans to facility management at least 30 days in advance of event. The plan should include decorations, dimensions of all aisles, booths, table and chair locations, parking areas, loading and unloading areas, etc. Facility management will work with each Licensee on specific needs and requirements to ensure compliance with fire safety standards and facility requirements.

HOURS OF OPERATION

Sunday - Thursday 8:00AM-11:00PM
Friday and Saturday 8:00AM-12:00AM

Events must end in accordance with their contracted end time. The Licensee will forfeit one-half of their deposit if the finish time is exceeded by more than thirty minutes.

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MOVE IN-MOVE OUT

Move-in/Move-out days occur Monday-Friday 8am-5pm. Additional hours outside of 8am-5pm on a move-in/out day will be subject to \$75/hour fee. Move-in/out days requested outside of M-F are subject to a greater rate not to exceed a full rental rate.

DEPOSIT

A deposit of \$500 is payable at the time the space is reserved. "Tentative" holds for dates are not allowed. The deposit reserves the date, and will cover any damage or insufficient clean-up resulting from the event. If no damages are incurred and clean-up is satisfactorily completed, the deposit will be transferred to reserve the facility for the next calendar year or refunded approximately 45 days after the event. An updated address is required for timely deposit returns.

Payment

One Day Event-100% of the contracted Williamson County Exposition Center rental fees including furniture, equipment and services are due 30 days before the day of the rental.

Multiple Day Event-The balance of the rental fees plus the furniture, equipment and service fees are due within 10 business days from the time of invoice. The invoice will include facility rental, equipment, furniture and service fees.

CANCELLATIONS

In order to receive a deposit refund less \$100 cancellation fee, notice must be given 60 days before the event. Cancellation inside of 60 days from the event will forfeit the entire deposit. The Licensee will forfeit all of their contracted fees if cancellation is received less than 30 days before the time of occupancy. Williamson County Exposition Center reserves the right to cancel any event that has not met all criteria outlined in Williamson County Exposition Center Policies. Licensee will forfeit deposit and any fees for cancellation of an event due to failure to comply with these policies.

SUB-LEASING

Sub-Leasing is not available. If sub-leasing is reported, Licensee Agreement will be immediately terminated.

CREDIT CARD POLICY

Williamson County accepts payment by Visa, Discover and MasterCard only. Per Local Government Code we assess a (2.19%) fee to each transaction

BAD CHECK POLICY

Any checks returned by the bank for any reason will be turned over to the County Attorney's office for prosecution, unless immediate and adequate payment is arranged with the approval of management. NSF (not sufficient funds) checks will be charged an additional \$30 fee.

KEY DISTRIBUTION

Facility key distribution will be arranged during event planning meetings. Loss of keys may result in the expense on the Licensees part to re-key the facility.

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INSURANCE REQUIREMENTS- Comprehensive Public Liability Insurance

Proof of current comprehensive public liability insurance is required for all events at the Williamson County Exposition Center. A one million dollar (\$1,000,000) with a two million dollar (\$2,000,000) aggregate public liability insurance for bodily injury or death is required. The policy must name the, Williamson County Exposition Center as a certificate holder and additional insured. The policy must be effective during the times as stated on the Agreement, including move-in and move-out dates. The policy must list the dates (including move-in/move-out) and name of the event under description of operations

CLEANING

Contracted areas should be left in the state that they were found. General cleaning is the responsibility of the Licensee in all areas after an event. If the Licensee fails to complete clean-up the event holder risk losing deposit. For larger events and events open to the public, Williamson County Exposition Center management may require the delivery of a roll off dumpster for the event. The Williamson County Exposition Center is not responsible for any items left in the building after an event.

FREIGHT

Any freight delivered before an event must be approved by the Williamson County Exposition Center management. Any freight left after an event move out date or time will be charged a fee of \$100 per day. Deliveries for event coordinators may be accepted by Williamson County employees with prior approval by facility management.

FIRST AID

Licensee may be required to provide, at Williamson County Exposition Center management's discretion, certified first aid personnel during the term. Licensee assumes total responsibility for the qualifications and actions of these first aid personnel. Any accidents or incidents requiring first aid treatment must have a written report and a copy filed with Williamson County Exposition Center management office by the close of the event each day.

FOG AND SMOKE MACHINES

Use of fog or smoke machines is restricted to outside only. Inside use is prohibited

SECURITY

Uniformed officers, commissioned by a government organization, are required at all events having alcohol and any event having over 500 guests or at the discretion of the Williamson County Exposition management. Officers are scheduled by Licensee and must be paid individually by Licensee at the commencement of the event.

Any event lasting longer than six hours may be required to have an additional uniformed officer.

ALCOHOL POLICY

Alcohol must be provided by an Approved Alcohol Vendor/ Concessionaire with adequate liquor liability insurance coverage confirmed and submitted as required below. The Licensee must provide security for any event serving or selling alcohol. Guests attending events are never allowed to bring alcohol into the event. "Bring your own bottle" is prohibited in all parts of the facility for any event. The Approved Alcohol Vendor/ Concessionaire will be charged a percentage of the gross sales. All alcohol will be shut off at a minimum of 30 minutes prior to the scheduled end of the event but may be shut off sooner if deemed necessary.

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ALCOHOLIC BEVERAGES

Alcohol is strictly prohibited at the Williamson County Exposition Center unless the following criteria are met:

1. Alcohol consumption must be outlined in the License and Use Agreement and details determined (such as location, time and security plan) during planning meetings with facility management.

If alcohol is to be consumed on the premises of the Williamson County Exposition Center, Licensee is required to obtain the services of an Approved Alcohol Vendor/ Concessionaire with current liquor liability insurance coverage and liquor license for the facility being used. Licensee will need to schedule at least 30 days in advance with the facility manager.

2. If alcohol is to be SOLD in any Williamson County Exposition Center facility including the Exposition Center, Exposition Hall, Arena or Covered Expo the following requirements must be met:

- Approved Alcohol Vendor/ Concessionaire must obtain a "Texas Alcoholic Beverage Commission Temporary Licenses Permit" (Chapter 72 of the State of Texas Alcoholic Beverage Commission Laws)
- Approved Alcohol Vendor/ Concessionaire must provide certificate of insurance including liquor liability as described in the insurance section herein.
- Approved Alcohol Vendor/ Concessionaire must provide security plan to facility management for final approval a minimum of 30 days prior to scheduled event.

3. If alcohol is to be SERVED, or otherwise made available in any Williamson County Exposition Center facility including the Exposition Center, Exposition Hall, Arena or Covered Expo the following requirements must be met:

- Licensee is required to obtain the services of an Approved Alcohol Vendor/ Concessionaire with current liquor liability insurance coverage and liquor license for the facility being used. Licensee will need to schedule at least 30 days in advance with the facility manager.
- Approved Alcohol Vendor/ Concessionaire must obtain a "Texas Alcoholic Beverage Commission Temporary Licenses Permit" (Chapter 72 of the State of Texas Alcoholic Beverage Commission Laws)
- Approved Alcohol Vendor/ Concessionaire must provide certificate of insurance including liquor liability as described in the insurance section herein.
- Approved Alcohol Vendor/ Concessionaire and the Licensee must provide security plan to facility management for final approval a minimum of 30 days prior to scheduled event.

4. If the Licensee fails to disclose that alcohol is to be sold, served or otherwise made available as described in numbers 1 through 3 above, the Licensee, participants, spectators and anyone else involved with the event are subject to removal, citation or arrest at the discretion of the Williamson County Sheriff's Office.

5. ARENA AREA:

- No Bring Your Own Bottle ("BYOB") events in the arena.
- Alcohol sale and service will be permitted by an Approved Alcohol Vendor/ Concessionaire.
- All TABC rules will be followed.
- No glass of any kind in the Arena.
- No alcohol may leave the designated arena area.

6. Expo Hall AREA:

- Alcohol SALES will be permitted by an Approved Alcohol Vendor/ Concessionaire only.
- All TABC rules will be followed.
- Alcohol SERVICE will be permitted with limitations. Only the Approved Alcohol Vendor/ Concessionaire may provide this service and will abide by the same security rules stated above.
- No Bring Your Own Bottle ("BYOB") events in the Expo Hall Areas.
- No alcohol may leave the designated room the Lessee has retained.

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COOKING

Cooking on the premises is allowed only by approval of the Williamson County Exposition Center Manager.

CATERING

The Williamson County Exposition Center does require a Williamson County Exposition Center Caterer's Event Permit for a vendor to bring outside food and/ or beverage (including alcohol) for a scheduled event.

CONCESSIONS

All concessions are provided exclusively by the approved year-round Concessionaire for the Williamson County Exposition Center.

DONATIONS AND SPONSORSHIPS

Any donations or sponsorships (including food/beverage items) must be discussed with Williamson County Exposition Center management prior to signing Agreement.

DECORATIONS

The Licensee is responsible for their own safety and the safety of those associated with their event during the installation, display and removal of all decorations. Decorations causing damage to floors, walls or other structure are not permitted. This includes the use of tape, tacks, nails or staples. Throwing rice, confetti, glitter or flower petals and the use of sparklers or balloons are not allowed on the grounds or in our facility. All decorations hung from ceilings or that require the use of equipment must be done by Williamson County Exposition Center staff and be delivered no less than 72 hours prior to the event with instruction on where to place. Decorations hung by staff are subject to a decoration fee.

CANDLES AND OPEN FLAMES

Per the International Fire Code Section 308.3, open flames on candles may be used only for a unity candle in religious ceremonies and enclosed tea light candles on table tops. Any other open flame will be allowed at the discretion of the facility manager and must comply with Section 308.3. No pyrotechnics inside.

ELECTRICAL

The Licensee may use up to 25 amps of 110-volt electricity. Events requiring special arrangements must provide a detailed layout of the electrical needs to the Williamson County Exposition Center office 30 days prior to the event and will be charged for additional electricity.

AUTOMOBILES

Automobiles will not be allowed in the Williamson County Exposition Center Exposition Hall without written authorization at least two weeks prior to the event. All fire regulations must be strictly followed when an automobile is used for display purposes. Protective material must be used to cover the floor area at the display point. Non-emergency vehicles must have the batteries disconnected, keys removed and contain less than one gallon of fuel.

EXIT DOORS AND FIRE CODE

A 10' clearance on both sides of the exit doors, (egress and ingress) with no physical obstruction, must be maintained at all times. No lighted exit sign or accompanying door can be blocked or locked during an event.

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All discrepancies arising out of fire code issues will be decided upon by the Williamson County Exposition Center management.

ANIMALS

Licensees utilizing a Williamson County facility for any activity, in which animals are used or exhibited, shall comply fully with all applicable government agency statutes, laws, ordinances, rules, regulations, and/or order applicable to the humane care and treatment of animals.

Licensee assumes the full responsibility to meet and satisfy all applicable ordinances, laws, rules, regulations, and/or orders as they relate to the needs and rights of those animals, which are under the Licensee's care and control.

All animals must be penned, stalled and otherwise confined or under the direct control of owner or handler at all times. Persons keeping animals on the premises must use every care to ensure safety of visitors and other facility patrons/personnel. Violation of this policy may result in removal of animals from the premises or Animal Control may be called. Animals and pets are not permitted in several Williamson County facility, refer to specific facility information; service dogs are the exception.

As required by Texas Animal Health Commission, negative Coggins Test certificate must be required for all equines brought into the facility. All other animals must comply with state mandated regulations from the Texas Animal Health Commission.

ANIMAL BEDDING

There will be no outside bedding allowed at the Williamson County Exposition Center. Bedding may be purchased from the Williamson County Exposition Center for the purpose of bedding stalls or animal pens.

GENERAL COMPLIANCE

Licensee agrees to comply with all applicable governmental agencies, ordinances and statutes. Licensee assumes full responsibility for payment of all sales, use, assessments and/or fees in compliance with Williamson County and the State of Texas.

Licensee must comply with any and all local, state or federal requirements, including but not limited to health and safety regulations and compliance with any applicable city code, state and federal laws. Additionally, Licensee shall comply with all posted rules within the Expo facility, and must act in good faith and cooperate with Williamson County.

GLASS CONTAINERS

Glass drinking containers are not permitted in any Williamson County Exposition Center facility or parking lots, with the exception of individual beverage glasses confined to the Expo Hall rooms only. No glassware of any kind is allowed in the Arena, Covered Expo, or Parking Lot.

OPEN CARRYING OF FIREARMS

The carrying of firearms is pursuant to current Texas Statutes.

GUNS AND GUN SHOW POLICY

Only authorized permit holders or licensed peace officers or individual licensed under article 2.122 of the Texas Code of Criminal Procedure may bring or carry firearms into the Williamson County Expo Center. Exhibitors displaying approved firearms must comply with all federal, state and local laws governing the possession and/or sale of such.

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Presumptively, firearms may not be loaded or fired in the interior or exterior of the center, including parking areas.

Non-permitted or non-authorized individuals obtaining a firearm or handgun must leave the premises immediately upon exiting the gun show. Trigger mechanisms must be secured with tie wraps or similar devices. This policy does not apply to licensed peace officers or individual licensed under article 2.122 of the Texas Code of Criminal Procedure.

FLAMMABLE AND HAZARDOUS MATERIALS

Flammable liquids or materials under high pressure are prohibited inside the Williamson County Exposition Center. This includes, but is not limited to: gasoline, kerosene and propane.

HAZARDOUS WASTE

The Licensee agrees, at all times Licensee is on Williamson County property, not to have in its possession, collect, distribute, dispose, release or otherwise discharge any toxic or hazardous waste as defined by Williamson County and/ or any applicable laws. In the event the Licensee shall be in possession of such hazardous or toxic waste, the Licensee shall immediately notify facility management and the Texas Commission of Environmental Protection as well as the Federal Environmental Protection Agency and such other governmental agency or body as may be required by law, relative to such materials.

Additionally, Licensee agrees not to dispose of any refuse or empty any fluids on Williamson County property. In the event the Licensee, or its agents, vendors, sub licensees, concessionaires or employees dump grease in the facility sewer system, or at locations not authorized by facility management, or shall otherwise violate the provisions of this paragraph, Williamson County Exposition Center management will look to the Licensee and shall subject the Licensee to possible fine or penalties, plus any costs incurred by County. Such fine or penalties shall be imposed by facility management for each infraction and Licensee shall be deemed in material breach of the License and Use Agreement and/or subject to immediate termination of the Agreement and removal from the property.

HEALTH PERMITS REQUIREMENTS

When an event involves a temporary food service operation or food demonstration, the Licensee is responsible for complying with all State Health Department guidelines. The County Health Officer can issue a temporary food service certificate for such events.

INDEMNIFICATION

To the fullest extent permitted by law, the Licensee shall indemnify and hold harmless the County, its officers, agents, employees and insurers from and against all claims, damages, losses, expenses and demands, including court costs, attorney's fees and expenses, due to injuries, losses or damages arising out of, resulting from, or in any manner connected with the Licensee's event, pursuant to the License and Use Agreement, if any such injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, error, mistake negligence, other fault of Licensee, any officer, employee, representative or agent of the Licensee, anyone directly or indirectly employed by the Licensee, or anyone for whose acts the Licensee may be liable; provided, however, that except for worker's or workmen's compensation, disability benefits or other similar employee benefit claims, Licensee is not obligated to indemnify the County hereunder for that portion of any claims, damages, losses, demands and expenses arising out of or resulting from any grossly negligent act or omission of the County, or its officers, agents or employees.

Licensee's indemnification obligation hereunder shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section.

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With respect to any and all claims against the County or any of their officers, employees or agents by any employee of Licensee or anyone directly or indirectly employed by Licensee, or anyone for whose acts Licensee may be liable, the indemnification obligation described above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Licensee, under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

WARNING: UNDER TEXAS LAW (TEX.CIV.PRAC.&REM.CODE#87.003) A "PERSON, INCLUDING A FARM ANIMAL ACTIVITY SPONSOR, FARM ANIMAL PROFESSIONAL, LIVESTOCK PRODUCER, LIVESTOCK SHOW PARTICIPANT OR LIVESTOCK SHOW SPONSOR, IS NOT LIABLE FOR PROPERTY DAMAGE OR DAMAGES ARISING FROM PERSONAL INJURY OR DEATH OF A PARTICIPANT IN A FARM ANIMALS ACTIVITY OR LIVESTOCK SHOW. IF THE PROPERTY DAMAGE, INJURY OR DEATH RESULTS FROM THE DANGER OR CONDITIONS THAT ARE AN INHERIT RISK OF A FARM ANIMAL ACTIVITY OR THE SHOWING OF AN ANIMAL ON A COMPETATIVE BASIS IN A LIVESTOCK SHOW".

INTELLECTUAL PROPERTY

Licensee will assume all costs, expenses and damages arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices, processes or dramatic rights used at or incorporated in the event. Licensee agrees to indemnify, defend and hold Williamson County, its officers, agents and employees harmless from any claims or costs, including legal fees, which might arise from use of any such material. The Williamson County government logo may not be used on any promotional material without the express written consent of Williamson County Commissioners Court.

LIABILITY AND LIMITATIONS OF PARKING

Williamson County shall not be responsible for fire, theft, damage to or loss of vehicles or articles left therein parked on County property. Licensee is responsible for requesting designated parking. Guests of the Williamson County Exposition Center who park in any non-designated area do so at their own risk and may be ticketed or towed at their own expense.

LIMITATIONS OF LIABILITIES

Notwithstanding anything herein to the contrary, Williamson County will not be liable for any indirect, incidental, special, consequential damages or damages resulting from the use of the Williamson County Exposition Center, however arising, including failure of voice or data lines, even if Williamson County has been advised of the possibility of such damages. Williamson County liability will in no event exceed the amount received under this agreement for damages arising out of, relating to, or in any way connected with the License and Use Agreement. Users of Williamson County Exposition Center are advised to procure event cancellation insurance.

Williamson County will not assume liability for cancellation due to emergencies or unforeseen circumstances. Recovery under such circumstances shall be limited to the amount of rental fees paid under the License and Use Agreement.

LOST OR STOLEN ITEMS

Williamson County shall not be responsible, under any circumstances, for property of the Licensee while on the Williamson County Exposition Center premises. Williamson County Exposition Center management will accept lost and found articles for distribution during normal business hours.

In addition, Williamson County Exposition Center management is not responsible for any loss of articles or equipment left unattended in any facility. The usage of security personnel when such equipment or articles are left in buildings or in a County facility shall be the responsibility of the Licensee. All articles, equipment, exhibits, displays or materials shall be brought into the facility only at such hours as designated by the License and Use Agreement. Licensee assumes all responsibility for any goods or materials which may be placed in County's storage before, during, or after an event.

USE OF COUNTY EQUIPMENT PROHIBITED

Without prior coordination and agreement of facility management, Licensees shall not operate motorized County-owned equipment. Additionally, Licensee shall not dispose of in any manner equipment or materials owned by Williamson County government.

USE RESTRICTIONS

Williamson County government and/or Williamson County Exposition Center management may refuse event bookings when it is their opinion that the event may cause undue or unusual damage to the facility or that may violate local, state or federal laws, rules or regulations.

Williamson County government and/or Williamson County Exposition Center Management may refuse event bookings when it is their opinion that the event may cause a negative opinion of the County.

Williamson County government and/or Williamson County Exposition Center management may refuse event bookings when it is their opinion that a requested event conflicts with a similar event previously scheduled on the premises. Once a License and Use Agreement has been signed and executed and deposit has been paid in full to the County, the County may, in its sole discretion, agree not to schedule a like event on any part of the grounds during the same period of time as that scheduled by the Licensee.

The Williamson County Exposition Center management reserves the right to refuse any individual or group the privilege of using the facility due to abuse of any facility policy, including but not limited to:

- a) Past violations of the facility License and Use Agreement and/or policies
- b) Past disregard for persons or property while using the facility
- c) Past conduct which is deemed to be of an inappropriate manner
- d) Failure to make full payment for any and all charges connected with Licensee's use of the facility

EQUALITY

Licensees shall not discriminate against any person or persons in connection with admission, services or privileges offered to or enjoyed by the general public because of race, creed, ancestry, sexual orientation, disability, color, sex, marital status, age, religion or national origin.

PARKING LOTS AND ROADWAYS

Multiple events may be conducted simultaneously at Williamson County Exposition Center. It is the Licensee's responsibility to coordinate with facility management on parking area assignments. Fire lanes must be kept open for police, fire, ambulance and other emergency units as well as for County maintenance workers. Parking lots are subject to availability.

PHOTOS

Williamson County Exposition Center management may take photos of public events held at Williamson County Exposition Center. These photos shall be the property of Williamson County and may be used by Williamson County Exposition Center management for educational or promotional materials.

HELIUM BALLOONS

Helium balloons may not be distributed or sold inside the facility. With prior approval of the facility management, helium balloons may be used as decoration when they are permanently attached to other furniture or a display. If helium balloons are released for any reason in the facility, a charge for the removal of the balloons will be assessed to the Licensee.

RV PARKING

Any event camping or having RV usage at the Williamson County Exposition Center shall use designated area.

Williamson County Exposition Center management will work with Licensee to determine location, additional fees and number of spaces allocated.