



# RULES AND REGULATIONS

The Hall of Fame is owned by the City of Charlotte and managed and operated by the Charlotte Regional Visitors Authority (CRVA). The CRVA reserves the right at its sole discretion to book any group or event in the NASCAR Hall of Fame (NHOF).

[nascarhall.com](http://nascarhall.com)

## LICENSE FEES INCLUDE:

- Registration space designated by the NHOF
- House lighting, heat or air conditioning, as appropriate during your event
- Event staffing personnel to operate venue exhibits, including ticketing operations
- Janitorial service during your event
- Equipment such as tables and chairs for the initial setup, within the limits of the NHOF's inventory
- Head table skirting
- Sufficient stage risers (6' x 8') within the NHOF's inventory for small head table setup
- Audio/Visual equipment, based on area(s) licensed, and available inventory

## LICENSE FEES DO NOT INCLUDE:

- Movement of Exhibits
- Drayage and placement of display equipment
- Decoration and related services
- Communication services, such as telephone, fax or data transmission
- Fire Marshal. If the local Fire Marshal determines that a member of the Fire Marshal's staff must be present at your event, in accordance with the North Carolina State Fire Code, then you shall reimburse the NHOF at settlement, after your event, the cost of such Fire Marshal staff members at the applicable rate
- Any significant (as determined by the NHOF) meeting room changeovers requested
- Equipment such as tables and chairs provided on the NHOF Plaza
- Event staffing (event security, first aid, freight elevator operator, etc.)

## EXCLUSIVE SERVICES:

The CRVA shall be the exclusive provider of the following services within the NHOF:

- Food and Beverage
- Telecommunications/Data Service (Communications to include voice, data, internet and intranet services, and Wi-Fi zone instant internet available)
- Event Staffing (including event security, first-aid, door guards, ticket sellers, freight elevator operators, loading dock personnel, in-house audio-visual personnel to operate NHOF audiovisual equipment, operations personnel, parking operations on CRVA-managed property, off duty police officer(s) and supervisors, and traffic controller(s))
- Utility services
- NHOF and/or NASCAR-branded souvenirs, programs and novelties
- Re-sale of these goods and services is strictly prohibited
- Rates for exclusive services are available upon request

## CONCESSIONS/CATERING:

The NHOF in-house catering department shall be the exclusive provider of food and beverage service in the NHOF and shall retain all revenues derived therefrom.

Food and beverage service includes, but is not limited to, the sale of food and beverages (alcoholic or otherwise).

No outside food or drink will be permitted in the NHOF.

All catered functions require a 50% deposit based on the estimated number attending. This deposit is required at the time of booking or other appropriate date as determined by your Catering Sales Manager. The remaining balance is due with your final guarantee three (3) to five (5) business days prior to your first food function date, or other appropriate date as determined by your Catering Sales Manager.

In an effort to support our green initiatives by conserving resources and reducing waste, we will set rooms and prepare meals only for the actual number guaranteed. During banquet functions, water will only be preset at your request.

NHOF has exclusive food and beverage rights. Any outside vendors or special giveaways must be approved by the catering department.

## **ALCOHOLIC BEVERAGES:**

The sale and service of all alcohol in the NHOF is regulated by the Alcohol Beverage Commission of North Carolina. It is our responsibility to administer and abide by the following rules:

- All alcoholic beverages must be dispensed by CRVA employees
- All attending guests must be able to produce valid picture identification upon request in accordance with North Carolina ABC Laws
- CRVA staff reserves the right to refuse service to any patrons for any reason
- No beer, wine or alcohol may be brought into the NHOF by any person or outside service
- The NHOF may require a uniformed security guard at all functions where alcohol is being served

## **MOVE IN/MOVE OUT:**

You shall be allowed access to NHOF for move-in/setup and move-out/teardown of your event on the date(s) and time(s) set forth as the License Period indicates.

At the conclusion of move-in/setup, all equipment, crates, etc. used during move-in/ setup must be removed from the NHOF.

The move-out/teardown of event-related materials prior to the established date(s) and time(s) must be approved by the Event Manager.

You are responsible for the removal of all event-related materials such as pallets and crates.

Any cost incurred by the NHOF for the removal of the above items will be charged to you at applicable rates.

Because the NHOF is open to the public, no setup/teardown equipment and supplies will be permitted on the exterior grounds of the NHOF during public operation. The NHOF reserves the right to direct placement of this equipment as to not interfere with public operations.

## **AMERICANS WITH DISABILITIES ACT:**

You are responsible for making your exhibits, displays, meetings, etc. accessible to qualified individuals with a disability attending your event with respect to setup, paths of travel and other aspects of your event within your or one of your exhibitors' control.

You will be responsible for providing temporary auxiliary aids and services to qualified individuals with a disability attending your event.

## **AUDIO/VISUAL:**

The Hall of Fame has in-house audio/visual equipment available within the limits of its inventory. Labor charges may apply.

\*All house lights are to be controlled by NHOF personnel.

## **TAPE/ADHESIVE BACKED MATERIAL :**

Tape and adhesive-backed materials will not be permitted. Use of tape on any wall surface, glass or equipment is prohibited.

## **RIGGING:**

Rigging is not permitted in the NHOF.

## **EVENT STAFFING:**

The NHOF shall be the exclusive provider of all Event Staffing personnel. Adequate staffing will be required to ensure public safety. Police officers, off-duty or otherwise, will be used as needed and must be ordered through the NHOF. The NHOF will require minimum level of event staffing personnel to ensure the orderly coordination and execution of the event.

## **GRATUITIES:**

The CRVA prohibits its employees from accepting gifts, gratuities or other favors from parties doing business with the NHOF. Please assist us in these efforts by refraining from offering gratuities to NHOF staff and contractors.

## **EVENT AGENDA:**

For events at the NHOF, you must submit a final event agenda to your assigned event manager at least ten (10) days prior to the first licensed date.

## **ANIMALS OR PETS:**

Except for Seeing Eye Dogs (or other similar animals used for assistance by the disabled), no animals or pets are permitted on NHOF property.

Such animals in the NHOF must be on a leash or under similar control. You assume full responsibility for any approved animal in the NHOF and you will indemnify and hold harmless the CRVA and the City of Charlotte, their agents, employees, servants and officials from any and all claims, losses, damages or expenses, including reasonable attorneys' fees, arising out of or resulting from an approved animal.

## **FLOOR / CARPET PROTECTION:**

Permanent facility carpet and floors must be protected from damage caused by crates, dollies, hand trucks, equipment, etc. during your event, including move-in and move-out.

## **COPYRIGHT FEES:**

Any and all ASCAP, BMI or other copyright fees applicable to your event are your full responsibility and you must pay such fees in a timely manner.

## **NHOF TRADEMARKS:**

Any and all uses of the NHOF marks must be submitted to the NHOF for its prior written approval to [NHOFlogo@nascarhall.com](mailto:NHOFlogo@nascarhall.com) no less than fourteen (14) days prior to the beginning of your event. NHOF shall consider requests in good faith and shall use diligent efforts to approve or disapprove of such use.

## **EQUIPMENT RENTAL:**

All NHOF equipment will be setup by authorized NHOF personnel.

Tables, chairs, risers, etc. in excess of the license agreement may be made available with applicable rates.

A fee will be assessed for any room or area changeover after initial room or area setup, unless the changeover is for a catered function.

## **DECORATIONS:**

Decorations and signs must be freestanding. No equipment and/or signage will be allowed to lean against walls, hung from or attached to exhibits or walls. Balloons are not allowed. Banners or signage may not be attached to the exterior of the NHOF, its restaurant or retail provider, pedestrian overhead bridge, or the Charlotte Convention Center. The location and method of installation of any special decorations or signs must be approved by NHOF management prior to installation.

No decorative or other materials shall be attached to any part of the NHOF without prior approval by building management.

The location and method of installation of any special decorations or signs must be approved by NHOF management prior to installation.

All floral arrangements and greenery are to be delivered to the designated loading dock and must be pest free. Trees must also be flame retardant.

All exhibit/equipment and décor must be placed a minimum of three (3) feet from NHOF exhibits and their related parts. Museum artifacts, exhibits or furnishings may not be moved.

All decorations must be removed at the conclusion of your event. All decorations or signs left in the NHOF at the conclusion of your event will be considered trash.

Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in the NHOF. Any costs incurred by the NHOF because of the use or removal of these items will be charged to you. Table Top Décor: use of candles is not permitted.

## **ESCALATORS AND ELEVATORS:**

All equipment shall be transported utilizing the freight elevators only. Users must obey the posted weight restrictions on each elevator.

Under no circumstances are public passenger elevators to be used for transporting equipment or exhibit materials that are not able to be carried by hand.

Freight elevators will require a freight elevator operator during all times of use. An operator will be provided for you at an additional rate, if so requested.

## **NO SMOKING POLICY:**

The NHOF is a smoke-free facility; this includes all loading docks, stairwells and all back-of-house areas. Use of electronic and vapor cigarettes are not permitted in the NHOF.

## **USE OF LOADING DOCKS:**

Loading dock bays or areas will be allocated according to need. The NHOF Event Manager will determine needed space.

## **DANGEROUS WEAPONS:**

A “dangerous weapon” is any object or device designed or intended to be used to inflict serious injury upon persons or property.

The possession of a weapon is prohibited in the NHOF, including concealed weapons.

## **EVENT PERSONNEL:**

All event personnel, such as service contractor staff, temporary help, exhibitors and other workers affiliated with an event held within the NHOF, must enter and exit the NHOF by way of the designated entrance as determined by NHOF Event Manager.

Deliveries of hand-carried items will also be made at the designated “entrance.”

All event personnel working in the NHOF must display proper identifying credentials or badge as agreed to by the NHOF Event Manager.

Restricted areas of the NHOF labeled “Authorized Personnel Only” are off limits to all persons except those authorized by NHOF management.

Rental groups and hired contractors are responsible for the conduct of their personnel and subcontractors, and for any damages caused by such personnel, while in the NHOF. Loud or profane language, disorderly conduct and smoking are not permitted at any time.

The use of alcoholic beverages and illegal drugs is strictly prohibited.

## **EXTERIOR / INTERIOR DOORS:**

Exterior: Under no circumstances may any exterior door(s) be propped open or altered in any way. Doors located at freight entrances and exits should be covered with cloth, plywood or similar material in order to safeguard the panic hardware, locking devices and painted surfaces.

Interior (Guest Entry Doors): Guest entry doors will be opened at the time designated in the license agreement. NHOF reserves the right, in its sole discretion, to open doors earlier if necessary for safety reasons.

## **FIRST AID:**

First aid coverage may be required, at the sole discretion of NHOF personnel, based on the size and scope of event. If coverage is required, it shall be provided by NHOF’s exclusive provider during event hours and paid for by Customer at applicable rates.

## **FREIGHT OR SHIPMENT OF MATERIALS:**

Customer may ship materials to NHOF (“Shipped Materials”) only upon the advance written approval of the CRVA, which approval may be withheld at CRVA’s sole discretion. The risk of loss or damage to the Shipped Materials shall remain with Customer, including during shipment and upon receipt of the Shipped Materials by CRVA.

## **MOTORIZED EQUIPMENT:**

All NHOF equipment will be operated by authorized NHOF personnel only.

No one other than NHOF personnel are authorized to operate any motorized cart, lift equipment, etc. in the NHOF.

Under no circumstances are motorized vehicles (carts, lifts, scooters, Segways, etc.) to be operated in the NHOF.

## **PRESERVATION OF ARTIFACTS AND EXHIBITS:**

We hope your children – and their grandchildren – will some day visit the NHOF. We also hope the artifacts and exhibits you enjoy today will be there for them to see in the future, in just as fine condition as they are today. As a matter of preserving each exhibit and artifact, we ask that you refrain from touching in any manner non-interactive displays to enhance the longevity and security of all items on display.

## **RESIDUAL MATTERS:**

All matters, rules, regulations or deviations there from, not expressly provided herein, shall be decided upon by the NHOF Executive Director.

## **SECURITY:**

All persons, briefcases, packages and personal handbags are subject to search upon entry at the NHOF.

The use of loud, abusive or otherwise inappropriate language, unwarranted loitering, sleeping or assembly, the creation of any hazard to persons or things, disorderly conduct, throwing articles of any kind from or within the building, or climbing upon any part of building and/or NHOF exhibits or artifacts is prohibited.

## **CHANGING OF EXHIBITS:**

The NHOF reserves the right to change exhibits. No guarantee can be made that exhibits displayed at the time of a walk through will remain. A fee may apply for the removal of temporary exhibits to accommodate your event.