

**SCHEDULE I  
EVENT DOCUMENTATION CHECKLIST**

<b>Due Date</b>	<b>Item to be completed by Licensee</b>	<b>Completed</b>
90 Days Prior	For events that require hazardous materials as part of its planning or production, send to Event Manager and Director of Security a hazardous waste plan, which shall include: (i) a list of all hazardous materials expected to be used or produced; (ii) copies of all appropriate licenses, permits and insurances; (iii) a list of any/all vendors supplying and transporting such materials; (iv) a plan of how materials will be handled, utilized or produced on site; (v) a plan of how the materials will be secured and stored when not in use; and (vi) a plan of how the materials will be removed/disposed of and any associated cleanup performed.	
30 Days Prior*	Send to Event Manager Certificate of Insurance, floor plan and proposed signage (including locations and install/removal schedules) and branding plan.	
14 Days Prior	Send to Event Manager, Licensee's event requirements/proposed plans for its activities in the Center, which shall include: (i) a list of all event, security, rigging, audio/visual and communications/technology requirements; (ii) a listing of auxiliary aids and services requested by Licensee to be provided by Licensor; (iii) final exhibit hall facility floor plan showing locations of all exhibits, aisles and other temporary facilities; and (iv) meeting room facility set-up information including seating layouts and similar requirement. Each such event requirement/proposed plan being a "Licensee Event Requirement".	
14 Days Prior	After Licensor's review of Licensee's proposed plans, Licensee sends additional planning information Licensor requests for its review of Licensee's event requirements/proposed plans.	
14 Days Prior	Review, sign and return to the Event Manager the Event Document (the working program for the Event which is prepared by the Event Manager with the most current detailed information provided by Licensee in order to plan and execute the day-to-day requirements of the Event).	
10-14 Days Prior	Review audio visual, communications, and food and beverage quotes.	
10-14 Days Prior	Sign quotes and return to Event Manager or other appropriate party.	
Immediately Prior	Pre-Event Inspection.	
Within 48 hours After*	Post-Event Inspection, including the recording of any damages found.	

Notes: \* All references to "Prior" mean "prior to the beginning of the License Period" and all references to "After" mean "after the end of the License Period."