



Unmanned Aircraft Systems (UAS) / Drone Policy	
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This Standard Operating Procedure (SOP) is in effect for the Kay Bailey Hutchison Convention Center, located at 650 S Griffin Street, Dallas, Texas (the “Venue”). The Venue includes the buildings as well as their surrounding structures, parking facilities, and outdoor premises. This SOP applies to all persons who, at any time, are at, on, or within the Venue(s), including guests, visitors, staff, clients, exhibitors, performers, tenants, vendors, and contractors. Without limitation of any other policies, procedures, or contract terms which may be applicable, all such persons are required to adhere to the terms of this SOP.

I. PURPOSE:

The purpose of this policy is to clearly explain the Facility’s commitment to maintaining a safe and secure environment for all. The use of any drone or Unmanned Aircraft System (UAS) at the Facility or its surrounding premises, by any person not specifically authorized in writing, as detailed within this policy, is strictly prohibited and will result in action by the Facility. This policy extends to any UAS operators who are operating outside of the Facility with UAS flying over the Facility and surrounding premises.

II. DEFINITIONS

- a. **“Unmanned Aircraft System”** or **“UAS”** or **“drone”** shall mean any aircraft without a human pilot onboard; instead, the aircraft is controlled from an operator on the ground.

III. REFERENCES

- a. UAS / Drone SOP (SEC-S-314)
- b. FAA Part 107
- c. State Statutes
- d. Local Ordinances
- e. KBH Event Management UAS Approval Procedure

IV. POLICY

- a. The Venue prohibits any person from using or operating any drone or Unmanned Aircraft System (UAS) on or above the Venue or exterior areas, including parking lots, managed by the Venue except as otherwise stated within this policy or otherwise allowed by law.

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- b. This policy does not apply to the following persons or situations:
 - i. Any employees or contractors of the Venue who are acting within the authorized scope of their duties.
 - ii. Any person to whom the FAA and the Director of Safety & Security have given written authorization to fly over the property.
- c. In all cases of authorized UAS flights over the Venue, as detailed in IV.b.i-ii. of this policy, UAS operators shall follow as rules and regulations set forth by the Federal Aviation Administration (FAA), local, county, and state rules, ordinances, and statutes, the Venue, and any other applicable requirements.
- d. Free flights vs. tether/net are restricted to show management only.
- e. Exhibitors are permitted to display and demonstrate UAS products at their exhibit booth provided that all Event Management policies regarding UAS are met and procedures followed.
 - i. In addition to all requirements provided for by the Event Management policies, any UAS greater than five (5) pounds of gross weight requires prior written authorization from the Director of Safety & Security or their designee before it can be operated within the Venue.
 - ii. Small Unmanned Aircraft, when used as part of an exhibit, must be tethered or kept within an enclosed display within the booth.
- f. Requirements for Approved Show Management Operators.
 - i. Approved operators must provide Operator's Company Name, Address, Phone Number and Email Address along with the proper certificate of insurance.
 - ii. Approved operators must provide the name and contact numbers of person(s) authorized to fly aircraft and their valid registration (FTN) number. These operators must submit documentation that is satisfactory to KBHCCD Security Management proving that they have been trained and are qualified to operate the aircraft.
 - iii. Approved operators must provide the make, serial number & model of aircraft that will be used. It will need to also include System ID number and certificate of aircraft registration for aircraft. (Proof of Ownership)
 - iv. Approved operators must provide the dimensions & weight of aircraft (reminder of our weight requirement).
 - v. The equipment operator shall provide an emergency plan for approval if controls or other failures were to happen.
- g. Show Management operators approved to operate drones within the facility shall conform to the following requirements of flight operations.
 - i. The equipment operator must provide a flight plan which includes flight path, date and time of each flight as well as the names of those authorized to fly aircraft to the Security Manager or his/her designee and the Event Manager.



- ii. A meeting between KBHCCD Security Manager or his/her designee may be required prior to arrival and upon arrival to discuss logistics. A flight demonstration may be requested at the discretion of the Security Manager or his/her designee prior to use in the show.
- iii. Flight plans are for inside the Exhibit Halls along the perimeter of halls, no less than (15) feet from any person or existing facility structures are the only approved flight areas. All other areas including lobbies, pre-function, and public areas are restricted.
- iv. Operation of any Small Unmanned Aircraft must fly below the height of the low steel beams located within the exhibit halls.
- v. The use of Non-Tethered Small Unmanned Aircraft shall have the safety feature of controlled landing in the case of low battery/no signal or loss of signal. Aircraft without this safety feature shall not be permitted for Non-Tethered flights.
- vi. If more than one Small Unmanned Aircraft is to be operated simultaneously, the aircrafts must be contained within a netted area inside the exhibit hall. The netted area must consist of four sides and a top.
- vii. Aircraft must always be within the Operator's Visual Line-of-Sight (VLOS).
- viii. The equipment operator must always be within 50 feet of aircraft.
- ix. A "Spotter" may be required based on the flight plan submitted for approval.
- x. Piloting through video camera is strictly prohibited; Line-of-sight flight is required.

V. PROCEDURES

- a. Persons in violation of this policy will be deemed trespassers and will be referred to law enforcement. In addition, the Venue may impose a temporary or permanent ban on future entry to the Venue in its sole discretion.
- b. Violations of local ordinances and state or federal laws will be referred to law enforcement.
- c. Nothing in this policy limits any additional penalties or consequences that may be set forth in separate agreements, contracts, or other writings with any guest, visitor, employee, contractor, vendor, or other persons.
- d. The Director of Safety & Security reserves the right to suspend or cancel drone activities at any time in their sole discretion.