| Event Security Policy | |
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| **Status:** APPROVED | **Applies to:** All Client Events |
| **Effective Date:** November 1, 2026 | **Responsible Party:** Director of Safety & Security |
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| **Revised Date:** September 16, 2026 | **Rescinds:** Prior Event Security Requirements (uncontrolled) |

*This policy is in effect for the Kay Bailey Hutchison Convention Center Dallas, 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 policy applies to all lessees, clients, exhibitors, Event Security Providers, and their contractors and subcontractors operating at the Venue. Without limitation of any other policies, procedures, or contract terms which may be applicable, all such persons and entities are required to adhere to the terms of this policy.*

## I. PURPOSE:

The purpose of this policy is to establish the minimum safety and security requirements for any event or meeting held at the Venue, and to define how those requirements are set, assessed, waived, and enforced. This policy protects the Venue, its personnel, and its guests, while placing the obligation to honestly evaluate event-specific risk on the parties best positioned to do so: the Client and its Event Security Provider (ESP).

**These requirements establish minimum baseline standards only. They are not a substitute for an event-specific risk assessment, and neither compliance with these requirements nor the Venue's acceptance of a Security Plan or grant of any waiver constitutes a representation that the security measures for any event are adequate or sufficient. The Client and its ESP bear sole and ultimate responsibility for assessing the risks presented by their event and ensuring the security measures deployed are adequate to address them.**

## II. DEFINITIONS

a. **"Client"** The individual, company, or organization that has contracted with the Venue for the lease or use of space for an event, and that holds primary responsibility under this policy and the applicable lease for event security compliance. Also referred to in this policy as "Lessee."

b. **"Show Management"** The individual or entity responsible for an event's content, program, and production operations, which may be the Client itself or a promoter, producer, or production company retained by the Client. Show Management is distinct from the ESP and from the individual holding Command Authority, though a single individual may hold more than one of these roles for a given event.

c. **"ESP"** Event Security Provider — the licensed security contractor engaged to provide event security services for a specific event or lease.

d. **"GSC"** General Service Contractor — the primary decorating/logistics contractor for an event's move-in, floor management, and move-out.

e. **"EAC"** Exhibitor Appointed Contractor — a contractor engaged directly by an individual exhibitor rather than by Show Management or the GSC.

f. **"SAC"** Show Appointed Contractor — a contractor engaged directly by Show Management for a specific service tied to the event.

g. **"I&D"** Installation and Dismantle contractor(s), responsible for the physical setup and teardown of exhibits, staging, or event infrastructure.

h. **"ICW"** In Coordination With.

i. **"AHJ"** Authority Having Jurisdiction. For life-safety and occupancy matters at the Venue, this is the Dallas Fire Marshal unless otherwise specified.

j. **"LEO"** Law Enforcement Officer, whether on-duty or off-duty, employed or contracted in connection with an event.

k. **"Command Authority"** The individual designated in the Security Plan as holding operational decision-making authority over event security operations, distinct from Show Management or event production leadership.

l. **"Non-Waivable Core"** The set of Security Plan elements identified in this policy that apply to every event without exception and are not subject to the Assess-and-Justify Framework.

m. **"Dark Hours"** The period between the close of event activity and access control for the day and the event's scheduled reopening the following or subsequent day, during which the leased space contains exhibitor, Client, or contractor property, equipment, or freight.

n. **"Estimated Peak Attendance"** The maximum number of persons reasonably anticipated to be present within the leased space at any single point in time, including attendees, exhibitors, contractors, volunteers, and event staff. Estimated Peak Attendance is distinct from total event attendance, which is the cumulative count of persons attending over the full duration of the event.

## III. REFERENCES

a. Texas Occupations Code, Chapter 1702 (Private Security)

b. Texas Penal Code § 46.03; § 30.05, § 30.06, § 30.07

c. City of Dallas Ordinances

d. NFPA 101, Life Safety Code

e. Texas Department of State Health Services, 25 Tex. Admin. Code § 157 (EMS/Mass Gathering)

f. NAEMSP Mass Gathering Medical Care Standards

g. DHS SAFETY Act (6 U.S.C. §§ 441–444)

h. KBHCCD Medical Staffing Matrix

i. KBHCCD Trespass Policy (OVG-KBH-SEC-E-512)

j. Event Security Provider (ESP) Agreement

k. Event Resource Guide

## IV. POLICY

This policy establishes the minimum safety and security requirements for each Client leasing space (paid or unpaid) at the Venue. Each event is unique, and the Venue reserves the right to require additional safety and security staffing and/or measures as it deems necessary to protect the facility and all its guests and visitors.

a. Event security is required for every event or meeting at the Venue. An event meeting any of the following criteria will always require event security:

    i. Lease of any Exhibit Hall, Theater, or Arena

    ii. Any sporting, dance, or cheer event

    iii. Any event that includes the serving of alcohol

    iv. Any event with an attendance of 500 people or more

b. The Venue may require event security for an event that does not meet these criteria where it determines the event poses a risk to the facility, its employees, guests, or attendees, or invites undue media or public scrutiny, protests, or other disruptive elements. See Expressive Activity, below, for events involving protected speech or assembly.

c. Any request to waive any or all event security requirements must be submitted in writing to the Director of Safety & Security, stating the reasons for the waiver and how the requirement places an undue burden on the Client/Event. The Director's decision is final.

    i. All waiver requests and determinations, granted or denied, shall be retained in writing and documented in a waiver request log. The log shall be reviewed annually for trends.

d. Security Plan

    i. All Clients shall provide a written Security Plan to the Security Department at least forty-five (45) days prior to the first contracted day, based on a comprehensive event risk assessment conducted by the ESP or a security consultant. It is the ESP's and Client's affirmative obligation to honestly evaluate the risks presented by the event's size, configuration, and program sequence; an assessment that only addresses this policy's enumerated elements, without independent consideration of the specific event, does not satisfy this requirement.

        1. Any consultant contracted by a Client to develop the Security Plan shall be the primary contact for the Security Department and must schedule an orientation (virtual or in-person) with the Security Department at least sixty (60) days prior to the first contracted day.

ii. The following elements constitute the Mandatory Core Elements and shall be included in every Security Plan without exception. They may not be excluded except by express waiver from the Director of Safety & Security:

1. Event Risk Assessment
2. Command and Control Plan, including leadership roster, contact information, structure and authority for the ESP and Show Management
3. Post Schedule
4. Post Dot Maps
5. Post Orders
6. Evacuation Plan, including ADA attendees or staff, appended to the Venue's Evacuation Plan
7. Active Shooter/Active Assailant Plan
8. Shelter-in-Place/Lockdown Plan
9. Bomb Threat / Suspicious Package Plan

iii. Beyond the Mandatory Core Elements, the Security Plan shall address the following to the extent warranted by the event risk assessment. These are not represented as an exhaustive list of every consideration relevant to a given event, but reflect conditions that commonly arise at Venue events:

1. General and Special Orders;
2. Communications and Warning Plan;
3. Personnel Accountability Plan;
4. Entry/Egress and Credentialing Plan;
5. Crowd Management/Crowd Flow Plan (addressing both attendance volume and program-sequence movement). A Crowd Management/Crowd Flow Plan is required for any event applying a Crowd Manager reduction based on estimated peak attendance.;
6. Audience Management Plan, including periodic safety announcements.
7. Executive Protection/VIP Plan;
8. Pyrotechnic Safety Plan;
9. Mass Casualty/Mass Care Plan;
10. Media Guidelines;
11. Drone Management Plan;

12. Foodborne Illness Plan;
13. Severe Weather Plan;
14. Lost Parent/Child and Reunification Plan;
15. Power Failure Plan;
16. Continuity of Operations.

iv. For each element listed above (outside the Mandatory Core Elements) that is not incorporated into the Security Plan, the ESP shall submit a written justification, signed by the individual holding Command Authority, stating:

1. The specific hazard or risk factor from the risk assessment that was evaluated;
2. The basis for determining the element is not warranted, given the event's scale, configuration, and program sequence; and
3. Any compensating measure adopted in its place.

A designation of "not applicable" without the foregoing shall be deemed incomplete and returned for revision. A single signed document is sufficient; a separate signed document is not needed for each element not incorporated.

v. The Security Department reserves the right to reject any exclusion it determines unreasonable given the nature of the event, and to require inclusion at the sole cost of the Client. **Acceptance of a Security Plan does not relieve the Client, Show Management, or ESP of responsibility for event safety and security, nor represent that the plan addresses every risk associated with the event.**

vi. Some events trigger additional required plan elements based on the nature of the event itself. These elements do not require a written justification if the event does not meet the triggering condition.

1. Pandemic/communicable-disease response, including PPE and screening protocols, is required where a federal authority, the Texas Department of State Health Services (under Health and Safety Code Chapter 81), or a Dallas County or City of Dallas public health authority has an active declaration or order — specific to a communicable disease — that includes mitigation guidance applicable to indoor public assembly or mass-gathering events within the Venue's jurisdiction, in effect at the time of the event.
2. A Youth Event Safety Plan is required where the event is reasonably expected to include a significant number of unaccompanied or semi-supervised minors, such as youth sporting, dance, cheerleading, or similar events.
3. A Performance/Event-Specific Security Plan is required for any event involving sporting, dance, cheerleading, or other performance activity governed by a rehearsed program or competition format.
4. An Emergency Public Information Plan is required for any event of a scale or public profile reasonably likely to generate significant media inquiry in the event of an incident.

vii. Where any Security Plan element - including VIP movement, K-9 deployment, or emergency response - could require closing or restricting space beyond the Client's leased spaces, the Plan shall disclose the timing, area, duration, and resulting staffing or coverage adjustments. Tactical specifics (e.g., exact formation, headcount, response tactics) are not required, but this does not excuse disclosure otherwise required elsewhere in this section.

viii. Where an ESP's, K-9 vendor's, or other contractor's planned activity (e.g., VIP movement, credentialed access changes, staging or rigging in common areas) or emergency response (e.g., bomb squad, active-shooter, or other multi-agency response) could reasonably require closing or restricting use of space beyond the Client's leased footprint, the ESP shall disclose that potential to the Security Department in advance, as part of the Security Plan, along with the general threshold or trigger for it. This disclosure is limited to what the Security Department needs to deconflict with other events, tenants, and building operations, and does not require production of the ESP's, K-9 vendor's, or contractor's internal protocols.

ix. If the Client intends to prohibit firearm carry under Texas Penal Code § 30.05, § 30.06, or § 30.07, the Security Plan shall note the intent, intended posting locations, and any screening and removal procedures that will be implemented in support of the postings.

1. The Client shall be responsible for the design, production, content, and installation of the postings.

e. Effective October 1, 2028, any security company, and any K-9 service provider, performing work at the Venue must hold DHS SAFETY Act Certification or Designation applicable to their operations at the Venue. A copy of the company's approved “Exhibit A” shall be submitted to the Security Department no later than the effective date. A provider without the required certification or designation on that date will not be permitted to work on site until it obtains it.

f. Security Licensing and Training Requirements. All Security Officers assigned to an event at the Venue shall be:

i. Licensed in accordance with Texas Occupations Code Chapter 1702;

ii. Trained in their employer's use-of-force and de-escalation policy, and the ESP shall certify that such training has occurred;

iii. Fluent in written and spoken English;

iv. Trained as a Certified Crowd Manager under NFPA 101;

v. Thoroughly familiar with KBHCCD facilities and the local area.

vi. Familiar with the location and proper use of the nearest fire extinguisher within their assigned area.

vii. All security officers assigned to a Venue event shall hold a current CPR and AED certification through the American Heart Association or American Red Cross.

viii. The Security Department reserves the right to inspect training and licensing records at any time.

g. Staffing shall follow a defined span of control:

   i. One Security Supervisor per ten (10) Security Officers assigned, plus (1) additional Supervisor for each additional ten (10) Officers or portion thereof;

   ii. One Security Manager per four (4) Security Supervisors;

   iii. One designated “Lead” Officer when staffing levels fall below the supervisor threshold.

   iv. “Assigned” shall be interpreted to mean working on Venue premises at any given time.

   The Venue reserves the right to mandate a tighter span of control where it determines the event requires a higher degree of security supervision.

h. Specific Staffing Requirements:

   i. Each point of entry where access may be denied requires a licensed Security Officer for the entire restricted period; Non-security staff may assist with badge or ticket checks alongside that officer, but not in place of them.

   ii. Each dock freight door requires continuous coverage by a minimum of one licensed Security Officer from thirty (30) minutes before use until thirty (30) minutes after use concludes.

   iii. Each exhibit hall entrance and all dock doors require continuous coverage by a minimum of one licensed Security Officer from thirty (30) minutes before scheduled event activity until thirty (30) minutes after event activity concludes

      1. More than one (1) Security Officer may be necessary to adequately control the dock doors in a given space based on the usage of the doors, configuration, and event layout. It is the Client’s responsibility to ensure that additional officers are assigned if needed to ensure adequate coverage.

      2. “Event activity” shall be interpreted to mean occupation of the leased space by event attendees, exhibitors, contractors, or staff.

   iv. Each exhibit hall requires a minimum of one (1) roving Security Officer (“Rover”) during show hours.

   v. Security Officer coverage shall be sufficient to maintain functional control of the entire perimeter of each leased space for its full period of use — including all doors, gates, service corridors, and other points of ingress or egress, whether or not designated for public entry — such that no segment of that perimeter is left unmonitored or capable of unauthorized passage.

   vi. Overnight and Dark Hours Coverage:

      1. During Dark Hours, each leased exhibit hall requires a minimum of one (1) licensed Security Officer providing continuous coverage.

      2. Where the operable air wall between two adjoining exhibit halls is open and the halls are functioning as a single contiguous space, one (1) Security Officer may provide Dark Hours coverage for both halls in lieu of the coverage otherwise required above.

3. An Officer providing Dark Hours coverage must be able to maintain functional control of the full perimeter of the hall(s) assigned. Where size, configuration, or contents prevent a single Officer from maintaining that control, additional Officers shall be assigned regardless of the ratios above.

4. This requirement applies for as long as a hall remains under lease and dark, whether between move-in and show days, between show days, or between show close and move-out.

vii. Relief Coverage: The ESP is responsible for providing relief coverage sufficient to allow Security Officers to receive breaks in accordance with applicable law and the ESP's own policies, without creating a lapse in any post or perimeter coverage otherwise required under this policy. The Security Plan shall describe the ESP's relief coverage methodology.

1. A Rover may provide relief coverage, provided doing so does not substantially displace the Rover's assigned coverage responsibilities. Where the Security Plan does not demonstrate that Rover-provided relief avoids that displacement, the Security Department reserves the right to require the ESP instead assign one (1) dedicated Relief Security Officer for every three (3) Security Officers, not including the Relief Security Officer, working at the Venue.

2. Supervisors shall not be included in the relief coverage methodology.

viii. Dedicated Event Dispatcher: For any event requiring a Security Manager under this policy, the Venue shall assign an event-dedicated dispatcher, in addition to its standing Security Dispatch coverage, for the duration of event activity. The cost of the dedicated dispatcher shall be borne by the Client at the rate then in effect under the Venue's current fee schedule. This requirement is independent of, and does not reduce or substitute for, the Security Officer staffing otherwise required under this policy.

1. The Security Department may require an additional dispatcher, or dispatchers, where it determines the scale or complexity of the event warrants.

ix. Any concourse, lobby, or public space used for event activity (registration, exhibitor displays, retail activations, etc.) requires a Security Officer, static or roving, in a number appropriate to the space’s size and configuration, for the duration of event activity.

1. If any retail inventory, portable electronics, kiosks, and/or electronic displays are to remain in any concourse, lobby, or public space during Dark Hours, a Security Officer, static or roving, shall be required to maintain functional control of the space.

x. Any property the Client designates as housing high-value, sensitive, or business critical, shall require a Security Officer posted anytime the property is not secured in a locked meeting room or storage space.

i. Additional Requirements:

i. If a GSC or other contractor exceeds scheduled move-out time, required security coverage shall remain in place at the Client's expense, which the Client may subrogate to the responsible contractor. If move-out concludes ahead of schedule, coverage may end only

once the Client has released all contractual holds on the leased space; unreleased holds require continued coverage regardless of occupancy.

ii. Any individual exhibitor requiring security for its booth or a private meeting shall contract that coverage through the Client's ESP; direct contracting with an outside provider is not permitted.

iii. A Client that subleases space to a third party to host an event in conjunction with (ICW) the primary event retains full responsibility for ensuring the Venue's security requirements are met for that space; the sublease does not transfer or diminish that responsibility.

iv. Any location handling cash shall be disclosed in the Security Plan as well as the volume of cash anticipated.

v. Event activities involving the display (by exhibitors) or manipulation (by anyone) of loaded firearms are strictly prohibited.

vi. ESPs shall enforce all Venue policies and procedures. This includes, but is not limited to, the prohibition of outside food and drink, vaping, helium balloons, air horns, and drones.

vii. Use of public concourses, lobbies, or outdoor Venue space for practice, warm-up, or rehearsal is not permitted without prior written approval of the Security Department.

viii. Security Officers shall not be assigned to ticket-taking, credential or program distribution, or other non-security functions in place of their assigned security duties. Other event staff, contractors, or volunteers may be used to fulfill those functions.

j. Armed Security:

i. All armed security functions on Venue property, including commissioned Level III officers, off-duty law enforcement, and Level IV Personal Protection Officers, shall be contracted through the Client's ESP. No Lessee, exhibitor, or other party may engage armed security personnel or an armed security company directly, regardless of that personnel or company's own licensure.

ii. Off-duty Law Enforcement Officers working an event shall be contracted and managed through the ESP, consistent with (IV)(J)(i) above. Notwithstanding their law enforcement authority, off-duty LEOs shall adhere to Venue policy while on assignment – including parking, restricted-area access, and assigned post duties.

iii. Close personal protection: Armed close personal protection may only be performed by off-duty law enforcement officers or licensed Level IV Personal Protection Officers, in accordance with any and all applicable Texas laws. In either case, armed close personal protection must be contracted through the ESP in accordance with (IV)(J)(i).

1. Dignitary or VIP armed close personal protection performed by on-duty federal, state, or local law enforcement, acting in their official capacity as law enforcement officers, shall be exempt from the contracting requirements of (IV)(J).

k. Internal Security Employees:

i. Clients may use internal security personnel and/or a third-party consultant to assist in developing the Security Plan.

ii. Where internal security personnel or a third-party consultant will have direct operational control over ESP-contracted security officers, that authority shall be clearly delineated in the Security Plan's Command & Control Plan. Any individual exercising such control shall meet any licensing requirement applicable to that role under Texas law, regardless of whether they are Internal Security Personnel or a third-party consultant.

iii. “Internal Security Personnel” shall mean individuals directly employed by the Client (W-2), as distinguished from contract or “1099” personnel.

l. Crowd Management:

i. The Venue follows NFPA 101 for crowd management. Where occupant load meets or exceeds 1,000, a minimum of four (4) trained Crowd Managers is required, at a ratio of one Crowd Manager per 250 persons, with one designated Principal Crowd Manager.

1. All Security Officers assigned by the ESP shall be certified Crowd Managers;

2. The Client/Show Management is ultimately responsible for ensuring sufficient Crowd Manager coverage, which may require training Show Management staff, volunteers, or ushers in addition to security personnel.

3. Crowd Manager staffing shall be calculated on total event attendance. Where an estimated peak attendance — the maximum number of persons on site concurrently — can be determined, Crowd Manager staffing may instead be calculated on that figure.

a. A reduction under this provision requires a Crowd Management section in the Security Plan stating the estimated peak attendance, the information it is based on, and the method by which it was determined. The Crowd Management section is a mandatory element of the Security Plan for any event applying such a reduction. The Security Department may reject a reduction it determines unsupported.

b. No reduction under this provision shall result in fewer Crowd Managers than required by NFPA 101 based on the occupant load of the spaces in use, nor fewer than the four (4) minimum where that threshold applies.

4. The ratio may be reduced, or the requirement waived for religious-worship assemblies under 2,000 occupants, at the determination of the Dallas Fire Marshal (AHJ).

5. The ESP shall check all interior exits prior to the opening of each show day and shall notify the Security Department that all interior exits are clear before the show opens.

ii. Occupant Load:

1. Show Management shall determine the maximum occupancy load for each space used for the event, consistent with the Dallas Fire Marshal's occupancy determination for that space and the space's specific configuration (seating, staging, exhibits, etc.).

2. The ESP, in coordination with Show Management, shall ensure that the occupancy load determined under (a) is not exceeded at any time during the event.

3. The Dallas Fire Marshal is the ultimate authority on occupancy limits and other life-safety matters at the Venue.

4. The Venue reserves the right to stop any meeting, production, show, or event that it determines poses a safety hazard - including but not limited to an occupancy overload - or that the Dallas Fire Marshal directs be shut down.

m. Move-In, Move-Out, and Dock Operations:

Show Management, in coordination with its GSC, is ultimately responsible for safe operations in the freight docks and any move-in/move-out area. The ESP is an integral part of the Dock Logistics Plan and, together with Show Management, shall enforce the following:

i. No freight door shall be opened unless a Security Officer assigned to the event is present.

ii. The Security Department may close freight doors at its discretion where inclement weather poses a threat to the facility; freight doors will be closed when sustained winds reach 30 mph.

iii. Smoking and vaping are prohibited indoors at all times, including the parking garage, and within 15 feet of any entrance or under any overhead covering, per City of Dallas ordinance. The dock area is a no-smoking zone; smoking is permitted only in designated areas.

iv. Children under sixteen (16) are prohibited from the dock/ramp area at all times, with no exception. Children under sixteen (16) may not enter any other move-in/move-out area (e.g., an exhibit hall or ballroom being set up) while equipment is in use (forklifts, utility carts, lifts, etc.) or overhead work is being performed (rigging, truss work, banner hanging, etc.); once such equipment has been staged and overhead work completed, minors may enter at Show Management's discretion. Failure to adhere to this section may result in ejection of the child and accompanying parent/guardian.

v. Attendees are held to a higher standard of care than exhibitors and are prohibited from dock areas at all times. Exhibit halls shall be cleared of all attendees before move-in/move-out commences.

vi. Exhibit hall doors, meeting room doors, and fire apparatus (e.g., strobes, hose cabinets, fire extinguishers) shall be monitored throughout move-in, show days, and move-out. Doors shall not be propped open or blocked except for the immediate passage of people or equipment; fire apparatus shall remain visible and accessible at all times.

vii. Routing pedestrian traffic through the dock area to reach parking or transportation is discouraged due to the risk of mixing pedestrian and vehicle traffic. Where a Client requests this routing, a detailed plan with dedicated staffing shall be submitted to ensure safe separation of pedestrian and vehicle movement; the Security Department may require off-duty Dallas Police Department officers as a condition of acceptance.

viii. Bicycles, motorcycles, skates, skateboards, hoverboards, and any other mode of transportation the Security Department deems unsafe are prohibited in the dock area.

Segways, scooters, and similar devices are prohibited inside the building without the express written permission of the Director of Safety & Security.

ix. No vehicle, forklift, crate, or equipment shall be parked or left unattended on loading dock ramps or in front of any dockside door. Ramps and dockside doors are emergency egress routes and shall remain clear at all times.

x. Dock Passes shall be issued per Venue policy and displayed on the rear-view mirror or dashboard. A tampered or altered pass is invalid.

xi. Control, accountability, and safety of all contractors working an event — including GSC, EAC, I&D, and SAC personnel — is solely the Client/Lessee's responsibility.

n. Failure of Staffing: Should the Client/Lessee fail, in the Venue's determination, to appropriately staff its event security requirements, the Venue may fill any vacancies or shortfalls with a provider of its choice. The cost shall be borne by the Client/Lessee at the rate then in effect under the Venue's current fee schedule, subject to a four (4) hour minimum per officer.

o. Vehicle Inspections:

i. The Dallas Fire Marshal is responsible for inspecting any vehicle displayed inside the Venue. ESP Security Officers shall be responsible for confirming that each vehicle entering the building has been inspected and carries the appropriate permit.

ii. The Security Department reserves the right to search any vehicle accessing the loading dock for contraband or hazardous items.

**p.** Cooking Monitoring: The Dallas Fire Marshal determines the legality and safety requirements for any cooking on the show floor or in meeting rooms. The ESP shall monitor any cooking area to confirm the correct fire extinguisher is present and that appliances are turned off at the close of the show each day or when unattended.

q. Luggage / Baggage Storage: Any baggage/luggage storage area shall be clearly defined, secured, and staffed whenever an article is stored. Each stored article shall be tagged with the owner's name and cell number.

r. Missing/Lost Child or Endangered Adult: Security shall be notified without delay whenever a missing/lost child or endangered adult situation arises. A highly visible reunification area is recommended within the event space to help resolve these situations quickly.

s. Parking for ESP employees and contractors is available at rates established between the Venue and its exclusive parking contractor. Personnel working the event, including off-duty law enforcement, EMTs, firefighters, and paramedics, are not entitled to free parking. All parking is space-available.

t. The Venue reserves the right, independent of the event, to remove or eject any person from the Venue in accordance with the Venue Trespass Policy. Removal of a patron that is not initiated by the Venue under this right is the sole responsibility of Show Management and the ESP; Venue Security will not initiate or direct such a removal at the event's request, but will provide reasonable support and assistance to the ESP as circumstances warrant.

u. Expressive Activity:

i. Areas leased to a Client for a private, ticketed, or registration-restricted event are not open to the public generally and are not treated as a public forum for the duration of that lease. Unticketed common areas, lobbies, and exterior grounds, during hours the Venue is generally open to the public, may constitute a public forum for First Amendment purposes.

ii. In any area described as a public forum under (a), no person may be removed or restricted from peaceful, non-disruptive expressive activity based on the content or viewpoint of that expression. Any restriction shall rest on neutral, content-independent grounds — blocking of egress, physical safety, or interference with a permitted event.

iii. Any removal or restriction premised on this section shall be made or confirmed by KBHCCD Security, not unilaterally by ESP personnel.

v. K-9 Services

i. All K-9 services deployed at a Venue event shall be contracted through the Client's ESP. Clients, Show Management, exhibitors, and GSCs may not contract K-9 services independently.

ii. All K-9 companies and handlers shall be properly licensed under applicable Texas law and shall meet the SAFETY Act requirement set forth above. Upon request, the ESP shall produce documentation of licensing, certification, and training for any K-9 and handler assigned to the Venue.

iii. Where K-9 services are used, the ESP shall maintain a written K-9 deployment plan, as part of the Security Plan, identifying at minimum the schedule and areas of intended use. KBHCCD's review is limited to confirming the plan's existence and completeness; KBHCCD does not direct, and the ESP retains sole responsibility for, the K-9 vendor's operational protocols and response procedures.

iv. The use of narcotics-detection K-9 services requires prior approval of the Security Department. This section does not restrict explosive or vapor-detection K-9 services, which may be deployed consistent with (i) through (iii).

v. Where a dignitary or protective detail conducts its own K-9 sweep under separate law enforcement or federal authority as part of an event's Executive Protection/VIP Plan, that sweep is not subject to (i), and the Security Department shall serve as the Venue's point of coordination with the relevant agency. The Security Department shall keep the ESP informed of the sweep's timing, affected areas, and any resulting adjustments needed to the ESP's own posted or roving coverage. This coordination does not grant the ESP, or KBHCCD Security, operational authority over, or responsibility for, the conduct of the sweep itself, which remains solely with the performing agency.

## V. PROCEDURES

w. Security Plan Submission and Review:

**i.** The ESP/Client shall submit the Security Plan to the Security Department at least forty-five (45) days prior to the first contracted day.

**ii.** The Security Department will provide written comments, required revisions, or acceptance within fifteen (15) business days of receipt of a complete submission.

**iii.** A Security Plan returned for revision shall identify the specific deficiencies requiring correction; the ESP/Client shall have ten (10) business days to resubmit, unless a shorter period is necessary due to the proximity of the event.

**iv.** A Security Plan that remains deficient inside thirty (30) days of the first contracted day shall be escalated immediately to the Director of Safety & Security for resolution, which may include mandatory Venue-directed staffing or plan elements at the Client's cost.

x. Radios and Keys:

**i.** The ESP shall furnish its own communications system for personnel working at the Venue, at minimum a radio per Security Officer. The Security Department will provide at least one Venue radio for emergency contact with Building Security.

**ii.** Personnel with a Venue radio shall check in/out at the start and end of shift and check in with Security Dispatch at least hourly if not responding to calls for service.

**iii.** The ESP's on-site supervisor will receive keys for the assigned event space and is responsible for safeguarding radios and keys, which shall be checked in/out at Security Dispatch and shall not be passed from person to person.

y. Lock Changes:

**i.** All lock-change requests shall be submitted to the assigned Event Manager no later than seven (7) business days prior to the first contracted day. Fees apply per the current fee schedule.

**ii.** Security Officers are responsible for locking/unlocking hall doors, meeting rooms not on lock change, and freight doors as requested by the Event Manager or ESP.

**iii.** Temporary locks or chains may not be placed on doors of exhibit halls, meeting rooms, or staff offices without the prior written approval of the assigned Event Manager.

z. Emergency Notification: All emergencies occurring on Venue property — including injury, illness, disputes, theft, fire, or any condition requiring Police, Fire, or Emergency Medical Service response — shall be reported to the Security Department immediately upon discovery. The Security Department is responsible for coordinating the response of Police, Fire, and EMS. Pending that response, the ESP employee reporting the emergency shall remain on the phone or radio channel and provide the Security Department's dispatcher with the information necessary to assist responding personnel, including the location, nature of the emergency, and any known hazards.

aa. Incident Reporting:

**i.** Following any incident, regardless of severity, the ESP shall make each involved Security Officer available to the Security Department, before the end of the officer's shift, to provide a contemporaneous account. The Security Department shall document the account — including time, date, location, individuals and witnesses involved, a description of what occurred, and the reporting officer's name — in the Venue's electronic incident reporting system.

**ii.** The Security Department shall produce the Incident Report for any occurrence on Venue property, which is the Venue's sole official record of the incident. Accounts taken under (i) are witness documentation supporting that record. Reports are available through the City of Dallas open records process; medical reports are available only through the Event Medical Provider or with OVG Corporate Risk Management approval.

## VI. RESERVATION OF RIGHTS

The Venue reserves the right to alter or amend this policy as necessary to meet its safety, security, and operational objectives at any time.