



GRAND PLAZA GUIDELINES

GENERAL INFORMATION - BOOKABLE SPACE IN THE GRAND PLAZA

The Grand Plaza is made up of 27,600 square feet of usable space. There are three sections available for use and a request for use of the space is to be submitted to either Visit Anaheim’s Sales Manager or Anaheim Convention Center Booking. The Ocean Fountain is not included in the space rental.

BANNER POLES

There are a total of thirty-one (31) single-sided banner poles that run along either side of the Grand Plaza. There are four (4) double-sided banner poles in the median of Convention Way between the turnaround at Hotel Way and Harbor Blvd. Actual banner size is 29” wide x 110” long. All requests for use of the banner poles should be submitted to the Event Manager and will be approved by the Deputy Director. It is the responsibility of the General Service Contractor (GSC) to properly store ACC banners; while, show banners are in place. The GSC is also responsible for the reinstall of the ACC banners that were removed.

CLEANING

The ACC will provide cleaning in all outside common areas during move-in/out and show hours with the exception of exhibit related spaces. The show approved cleaning contractor is responsible for all cleaning related to exhibit space in the outside areas.

DAMAGE

If any damage occurs in the Grand Plaza, please contact your Event Manager or Duty Manager immediately; so, that repair or restoration may begin. It is the responsibility of show management and service providers to report damage as soon as it occurs. Show management and their service providers are responsible for the costs associated with the repair of all damages.

FLOORPLAN

A floorplan of all proposed activity in the Grand Plaza is required to be submitted to Anaheim Fire & Rescue (AF&R) in advance of the event.

FLOOR PROTECTION

When employing any heavy mechanized lift (forklift, scissor lift, motorized pallet jack, etc.) a path of masonite must be laid down whenever crossing the river of lights (blue concrete). Masonite and steel plates for proper weight distribution will also be required under the support bases on trailer stages or equipment with excessive weight loads regardless of location. Protection is required underneath the steel plates as they cannot be set directly onto the concrete. In addition, boom lifts must have a diaper underneath to mitigate any oil spills. Please make certain to be cautious when moving equipment in the Grand Plaza area. See your Event Manager for clarification.

Point Loads –Grand Plaza:

Maximum Load (lbs.)	Application Area	Steel Plate Thickness
2,800	6” x 6”	½”
7,000	9” x 9”	½”
12,000	12” x 12”	¾”
24,000	18” x 18”	¾”
37,000	24” x 24”	1”
50,000	30” x 30”	1”

FOOD AND BEVERAGE

Food and beverage service is exclusive to Catering Services provided by Aramark. They are available at (714) 765 – 8800. Events with contracted space at the Convention Center are required to use Catering Services for all food functions in the Grand Plaza. Outdoor events with alcohol are subject to specific requirements imposed by the ABC. The sale and service of alcohol is strictly prohibited unless coordinated through Catering Services. They hold the liquor licenses for all ACC exterior events. When alcohol is being served, the area in use must be enclosed with barricades and a minimum of one security officer is required per every two hundred guests. Events with an attendance of less than 50 guests require a minimum of one exit and events with an attendance of 50 guests or more require a minimum of two exits. All exits must be staffed with a security officer provided by ACC Crowd Control, even if the client is utilizing an outside security provider for other areas of the event. Please contact your Catering Services Sales Manager and/or ACC Event Manager for specific requirements as this may vary depending on the setup. For all food truck functions in the Grand Plaza, they must be equipped with mats both underneath and at the exit stairs of the truck.

MOVE- IN/OUT

The perimeter of the Grand Plaza is equipped with multiple sets of bollards that are accessible for move in/out including the Transit Plaza and south side (Marriott) and north side (Hilton). In order to gain access, please coordinate the schedule with your assigned Event Manager. Convention Center Security will lower the bollards for access. If there is a need to have the bollards down for more than 15 minutes for load in/out, the show appointed security contractor or ACC Crowd Control will be required to be stationed at the bollards and there is a four hour minimum for this service.

The Event Manager will inform the client of the location for load in/out which will be based on a number of factors to include other events in house, size of vehicle needing access, location of setup, etc. All designated fire lanes must be kept clear at all times during load in/out and the event. Additional protection of the Grand Plaza is required.

NOISE RESTRICTIONS

All amplified sound activity must cease by 10pm. All activity is subject to monitoring of DB Levels and cannot exceed 85DB's. Adjustments may be required as deemed necessary.

OPEN AIR FIT PITS

Requests for the use of open air fire pits must be submitted to your Event Manager and the Anaheim Fire & Rescue for approval. Any apparatus that includes the use of flames or other combustible must be approved in advance and may require additional Anaheim Fire & Rescue personnel or security to be onsite during event hours.

OUTDOOR LIGHTING/FOUNTAIN PROGRAMMING

The fountain and lighting are pre-programmed in the Grand Plaza. Throughout the day, the Ocean Fountain has a water show each half hour. Starting at dusk, there is a lighting show that includes the river of lights and lights within the fountain every half hour. There is capability to program the lights in the fountain to a specific color and a labor fee will apply. All lighting that is hung from the palm trees shall not connect to the lighting rings or the wireless access point rings and must be done above or below existing rings with non-permanent affixing materials such as large cable ties.

POWER

There are three different connectors for the Grand Plaza. The 50 amp hubs that are along the outside edges of the plaza are 120/208 3 phase. The Ocean Fountain located closest to the building includes (2) 100 amp 3 phase 120/208 receptacles and (2) 100amp 480 3phase receptacles. The Mountain Fountain located on the east end of the Grand Plaza has (1) 100amp 480 3 phase receptacle. There is also 120v convenience receptacles located on either side the Grand Plaza next to each palm tree. The show's approved electrical contractor is required to run all power for the event, please see ACC Electrical Guidelines for specifics. All power cords are to be properly secured for safety purposes by either cable ramps or approved tape. All electrical loads and distribution shall be within the NEC 210.10(A) at 80% load. All gear must be picked up at the end of show and all devices must be disconnected in the event of inclement weather. Lock all boxes and access doors for the safety of the public.

PYROTECHNICS

All requests for the use of pyrotechnics must be submitted for approval to the Anaheim Fire & Rescue and your Event Manager. A floorplan of the proposed area is also required for submittal. An Anaheim Fire Inspector or security may be required during the use of pyrotechnics. Anaheim Fire Department (714) 765 – 4070.

RESTROOMS

There are no outside restrooms located in the Grand Plaza. For Convention Center events, restrooms are available inside of the Convention Center. Please consult your Event Manager for the specific locations.

SECURITY

Security may be required based on event activity and the ACC has the right to require certain staffing levels. Security is required for food related events that include alcohol. The Security Control Center is staffed on a 24 hour basis and may be reached at (714) 765 – 8975 or from any house phone by dialing x 8975.

SIGNAGE

No exterior advertising will be allowed in the Grand Plaza area. Signage displaying the event name or sponsor name is allowed and proposed locations must be submitted to the Event Manager for approval. Nothing may be affixed to any of the outside areas without approval from the Convention Center.

STAGING/EQUIPMENT

The ACC can provide equipment for events in the Grand Plaza based on available inventory. The ACC does not have dance floor sections available for use in outdoor areas.

TAPE

The ACC has an approved tape that must be used when taping down cords/lines. The tape is 3M Clear Scotch Tape #3565. If an identifying colored or warning tape needs to be used, the 3M #3565 tape must be placed first. No other tape is permitted.

TELECOMMUNICATIONS

All telecommunications are exclusive to Technology Services provided by Smart City Networks and they may be contacted at (714) 765 – 8600.

TENTS

The Grand Plaza is designed to accommodate a variety of different sized tents and canopies. There are planters on either side of the Grand Plaza that are 60ft. apart and Helix stakes have been installed for securing large tents. Helix stakes are only available in the west and center sections. There are no Helix stakes in the east section. For smaller tents or canopies, the tent company is required to provide portable support system such as water barrels to secure the tents. Please note that the use of k-rail (concrete block) for tent anchoring is not permitted. A permit from the Anaheim Fire Department (714) 765 - 4070 is required for all tents and canopies that are in excess of 400 square feet. Please see your Event Manager for instructions on the use of the Helix stakes.

WEIGHT LOADS

The maximum allowable is 12,000 psf (83 psi). Additional protection will be required over the river of lights, see above. The east section (Mountain Fountain side) has an underground vault. In order to prevent vehicles with excessive weight loads to access this area, any vehicles/equipment larger than a standard 8,000lb forklift (small one) including food trucks must enter the Grand Plaza through the West end via the Transit Plaza only and entrance from the East end of the Grand Plaza is prohibited. Any exception to this entry plan must be approved by the Operations Manager.

5K RUNS/WALKS

All requests for 5k Runs/Walks must be submitted first to the assigned Event Manager for approval and a 5K Request Form must be completed. Once approval has been given by the ACC, you are required to contact the Anaheim Police Department Traffic Control office at (714) 765 - 1812 to secure the proper permits. Traffic Control Officers may be required for events that take place on City streets. The maximum amount of participants for a run may not exceed three hundred (300) people. The Grand Plaza will be subject to the current rental rate for use during a 5K Runs/Walks.