

(This "SCHEDULE I" is posted on the internet at [www.columbiaconventioncenter.com](http://www.columbiaconventioncenter.com) and is made a part of the License Agreement as described in Section "10" thereof.)

**SCHEDULE I**  
**TO COLUMBIA METROPOLITAN CONVENTION CENTER**  
**LICENSE AGREEMENT (the "Agreement")**

**GENERAL TERMS AND CONDITIONS**

In addition to the terms and conditions set forth in the Agreement, the Authority and the Customer agree to the following additional terms and conditions. All capitalized terms have the meanings set forth in the Agreement and these General Terms and Conditions shall be deemed a part of and read as contained in the Agreement.

**1. Control of Building:** In licensing the Licensed Area to the Customer, the Authority retains the right to control the management and operation thereof and to enforce all rules adopted by the Authority from time to time for the proper use of the Licensed Area and the Center by the Customer, its employees, agents, contractors and/or other persons admitted to the Licensed Area by the Customer. The Authority's employees and agents may enter the Licensed Area, at any time and on any occasion. The Authority reserves the right to eject any objectionable person or persons from the Licensed Area, the Center and the grounds of the Center, and the Customer hereby waives all rights and claims of damages against the City and the Authority that may be sustained through the exercise of such right.

**2. Center Services:** The Authority will furnish heat, air conditioning, light, and water in its discretion and as the Center Vice President/General Manager may determine the reasonable needs of the Customer. In no case will the Authority furnish any of the aforementioned services in amounts or degrees beyond installed capacities of said services. The Authority shall have no obligation to furnish cleaning services which may be required to properly care for the Licensed Area during the License Period, said obligation being that of the Customer. The Customer shall furnish at the Customer's expense all necessary labor required for setting up, presenting and dismantling of all equipment provided by the Customer and other property of the Customer utilized during the License Period. The Authority will provide cleaning services only at the end of the License Period based upon normal use of the Licensed Area, with the Customer responsible for the increased cost of such services to the extent the Licensed Area contains excessive trash, difficult to remove items (e.g., confetti, glitter, or flower petals) or other conditions for which the Customer is responsible.

**3. Law Observance:** The Customer agrees that every person connected with the Customer's occupancy and use of the Licensed Area shall abide by, conform to and comply with all the laws of the United States and the State of South Carolina, and all of the ordinances of the City, together with the rules and regulations of the Authority for management and operation of the Center and all areas therein. The Customer will not do, or allow to be done, anything in the Licensed Area or the Center or its grounds during the term of this Agreement, in violation of applicable law. This covenant shall apply to the Customer, its employees, agents and/or other persons admitted to the Licensed Area by the Customer. The Customer will immediately desist from and correct all violations of applicable law upon notice from the Authority. ~~The Customer shall be responsible for and hold the Authority harmless from any violations of all laws (excluding, however, any violations of law by the Authority), including but not limited to copyright laws, by every person connected with the Customer's occupancy and use of the Licensed Area.~~ This clause is subject to the SC Tort Claims Act.

The Customer agrees to pay promptly all taxes, excise or license fees and obtain all licenses or permits for use of the Licensed Area as required by law, and agrees to provide evidence of same to the Authority upon request. The Customer also agrees to advise all exhibitors offering goods for sale that applicable sales tax reports must be filed, and taxes paid, designating that sales were made in the Center.

**4. Fire and Casualty:** In the event that the Center or any part thereof shall be destroyed by fire or any other casualty or unforeseen occurrence shall render the fulfillment of this Agreement by the Authority impractical or impossible, including without limitation thereto, the requisitioning of the Center by the United States Government or any arm of instrumentality thereof, or by reason of labor disputes, then and thereupon this Agreement shall terminate and the Customer shall receive a pro rata reduction in the balance of the License Fee and the Additional Charges, up to the time of such termination. The Customer hereby waives any claim for damages or compensation should this Agreement be so terminated.

**5. Work Order, Floor Plans and Event Requirements.** At least ninety (90) days in advance of the Event Start Date, the Authority will provide the Customer with the Work Order for the Customer's approval, which will contain a description of all Functions and all equipment/services to be provided by the Authority. The Customer shall promptly approve the Work Order, with all revisions thereto to be agreed upon by the Authority and the Customer. At least thirty (30) days prior to the Event, the Customer shall (i) provide a written description of required room or hall set-ups, staging, personnel requirements, and food and beverage requirements, (ii) for events with booth space, exhibitors and/or vendors, prior to the Customer making commitments to any parties regarding use of any portion of the Licensed Area, including assignments of exhibit space, the Customer shall provide the Authority with one (1) copy of the full and complete floor plan for the Event (including a description of all required electrical, communications systems, and plumbing work), and (iii) in each case, receive the Authority's written approval thereof. At least ten (10) days prior to the Event Start Time, the Customer shall confirm the continued accuracy of the approved submissions under (i) and (ii) above and obtain written approval from the Authority for any updates or revisions thereto. The Customer shall be responsible for all added costs incurred because of late delivery of such materials or revisions therein, which shall be charged in the Authority's reasonable discretion. The Authority reserves the right to require the Customer to make reasonable changes, deletions or additions to the foregoing to assure the efficient operation of the Center for the Event and other activities being conducted in the Center at such time. [Food and beverage services must be arranged within one-hundred eighty (180) days of the Event Start Date with the Center's food service provider. All additional requirements related to such services for all Functions shall be contained in a separate agreement for such services between the Customer and the food service provider.]

**6. Evacuation of Facility:** Should it become necessary in the judgment of the Authority to evacuate the Center for reasons of public safety, the Customer will retain possession of the Licensed Area for sufficient time after such evacuation to complete presentation of his activity without an increase in the License Fee, provided that such time does not interfere with another future user of the Licensed Area. If it is not possible to complete the Event as scheduled, the License Fee and the Additional Charges shall be prorated, or adjusted in the discretion of the Authority. The Customer hereby waives any claim for damages or compensation from the Authority.

**7. Responsibility for Property:** The Authority assumes no responsibility whatsoever for any property placed in the Center, including the Licensed Area, by the Customer. The Authority is hereby expressly relieved and discharged from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the occupancy of the Center, including the Licensed Area, by the Customer, unless it is proved that such loss, injury or damage is caused by the Authority's gross negligence or willful misconduct.

**8. Removal of Properties:** In the event that goods, wares, merchandise and property of any and all kinds and description, are left in the Center after the termination of this Agreement, then the Authority shall be and is hereby authorized to remove from the Center at the expense of the Customer, all such goods, wares, merchandise and property of any and all kinds and description. The Authority shall not be liable for any damage or loss to said goods, wares, merchandise or other property which may be sustained, either by reason of such removal or the place to which it may be removed, and the Authority is hereby expressly released from any and all claims for damages of whatever kind or nature. The Authority reserves the right to remove from the Center all effects of the Customer or any person connected to the Customer's occupancy of the Licensed Area remaining in the Center after termination of this Agreement at the expense of the Customer and to charge One Hundred and no/100 Dollars (\$100.00) per day for each day after End Time that any

property remaining in the Center, or the actual expense incurred in such removal and storage, whichever is greater.

**9. Guest Capacity:** At no time shall the Customer sell or otherwise dispose of, or permit to be sold or otherwise dispose of, tickets in excess of the seating capacity of the Licensed Area. Further, in areas where seating is not provided the Customer shall at no time admit a larger number of persons than the legal capacity or that can move about safely and freely. Further, the Customer will not permit chairs or other objects to be or remain in the passageways or exit ways and will keep all passageways and exit ways clear at all times. Sidewalks, grounds, entries, passages, vestibules, halls, elevators, abutting streets and all ways of access to public utilities of the Licensed Area shall not be obstructed by the Customer, its employees or agents, or used for any purpose other than ingress to and egress.

**10. Defacement of Center:** The Customer shall not injure or mar, or in any manner deface the Licensed Area, and shall not cause or permit anything to be done whereby the Center and the Licensed Area shall be in any manner injured or marred or defaced, nor shall the Customer drive or permit to be driven, any nails, hooks, tacks, screws or bolts in any part of the Center, including the Licensed Area, nor shall the Customer make or allow to be made any alteration of any kind therein or thereon, nor tape any adhesive tape or stickers at any location therein. The Customer shall not sell, dispense or give away or permit the sale, dispensing or giving away of gas filled balloons or adhesive stickers in the Licensed Area or in any of the halls, passageways or approaches thereto. If the Licensed Area, or any portion of the Center or its grounds, during the term of this Agreement shall be damaged by the act, default or negligence of the Customer, or by the Customer's agents, employees, or any other persons admitted to the Licensed Area by the Customer, the Customer will pay to the Authority upon demand, such sum as shall be necessary to restore the damaged area to the original condition, ordinary wear and use excepted. **This clause is subject to the South Carolina Tort Claims Act.**

**11. Care of Premises:** The Customer agrees to cause the Licensed Area to be kept clean and orderly and generally cared for in a reasonable manner during the term of this Agreement.

**12. Approval of Services:** All decorators, contractors or other service people or agencies employed or engaged by the Customer shall be subject to approval by the Authority and must complete a Third Party Provider Agreement before working in the Center, which applies to services provided in the Center, including compliance with applicable rules and regulations and requires evidence of insurance in certain instances.

**13. Signs and Posters:** The Customer will not post or allow to be posted or exhibited signs, advertisements, show bills, lithographs, posters, or cards of any description inside or in front of or on any part of the Center except in regular locations provided by the Authority therefore, and will use, post or exhibit only such advertisements, show bills, lithographs, posters, or cards as related to the performance or exhibition or event to be given in the Licensed Area, as are approved in writing by the Center Vice President/General Manager and only if approved, such use shall be only for the License Period (unless otherwise specified in such written approval). The Customer further agrees not to allow any advertising media to imply that the Authority is sponsoring or endorsing the event covered by this Agreement without the written consent of the Authority.

**14. Lost Articles:** The Authority shall have the sole right to collect and have the custody of articles left in the Center by the persons attending any event given or held in the Licensed Area, and the Customer or any person in the Customer's employ shall not collect or interfere with the collection or custody of such articles.

**15. Assignments:** The Customer shall not assign this Agreement or suffer any use of the Licensed Area other than herein specified, or sublet the Licensed Area or any part thereof, without the prior written consent of the Authority.

**16. Fire Hazards:** The Customer shall not do or permit to be done anything in or upon any portion of the Center, including the Licensed Area, or bring or keep anything therein or thereupon which will in any way conflict with the conditions of any insurance policy upon the Center or part thereof, or in any way

increase the rate of fire insurance upon the Center or on property kept therein, or in any way conflict with the laws relating to fires or with the regulations of the fire department, or with any of the rules, regulations or ordinances of the City or in any way obstruct or interfere with the rights of the other users of the Center or injure or annoy them. The Customer shall not, without the written consent of the Authority, put up or operate any engine, motor, or machinery on the premises, or use oils, explosives, fireworks (including sparklers), burning fluids, camphene, kerosene, naphtha, or gasoline for either mechanical or other purposes. The Customer may not use hazer or fog machines without prior written approval of the Authority and will be responsible for the cost of a fire watch during the Function. The Customer further agrees that all decorative material used in the premises must be flameproof and that all matters involving safety be resolved by the decision of the Center Vice President/General Manager.

The Center is a "No Smoking" facility. The Customer agrees to notify all agents, employees, or any other persons admitted to the Licensed Area by the Customer that smoking is prohibited inside the Center.

**17. Discretionary Matters:** Any decision affecting any matter not herein expressly provided for shall rest solely within the discretion of the Authority.

**18. Vacating of Licensed Area:** The Customer agrees to vacate, quit and surrender the Licensed Area to the Authority at the End Time in the same condition as the Licensed Area was made available to the Customer at the Start Time.

**19. Workmen's Compensation:** ~~The Customer agrees to save the City and the Authority harmless and to indemnify them against any claims or liability for compensation under the South Carolina Workmen's Compensation Act arising out of injuries sustained by any employees of the Customer or of any contractor or sub-contractor under the Customer.~~

**20. Damage to Premises:** The Customer acknowledges that the Licensed Area together with all furniture, fixtures and equipment located therein have been delivered to the Customer in an undamaged condition. The Customer agrees that if the Licensed Area, any portion of the Center, or any furniture, fixture or equipment located in the Licensed Area and made available for the Customer's use hereunder shall be damaged during the term of this Agreement by the act, default or negligence of the Customer, or of the Customer's agents, employees, third party providers, patrons, guests, or any person admitted to the Licensed Area by the Customer, the Customer will pay to the Authority upon demand such sum as shall be necessary to restore said area to an undamaged condition. ~~The Customer hereby assumes full responsibility for the character, acts and conduct of all persons admitted to the Licensed Area or to any portion of the Center by the consent of the Customer or by or with the consent of any person acting for or on behalf of the Customer.~~ **This clause is subject to the South Carolina Tort Claims Act.**

**21. Attorney's Fees, Litigation Expenses:** If the Customer defaults in the payment of the License Fee or any other amount or charge for which the Customer is liable hereunder or in the performance of any obligation in the part of the Customer to be performed hereunder, then in such event the Customer covenants and agrees to pay all costs and expenses including reasonable attorney's fees, incurred by the Authority in the collection of such rental or charges and/or in the protection or enforcement of the Authority's rights hereunder.

**22. Control, Custody, and Handling of Receipts:** In the handling, control, custody, and keeping of receipts and refunds, whether the same are received through the box office or otherwise, the Authority is acting for the accommodation and sole benefit of the Customer, and that as to such receipts and funds the Authority shall be responsible only for gross neglect or willful misconduct.

**23. Performance Approval:** The Authority retains approval rights over any and all activities, performances, exhibitions or entertainment to be conducted or provided in the Licensed Area and the Customer agrees that no such activity or part thereof shall be given or held if the Authority provides written objection on the grounds of character offensive to the public morals, failure to uphold event advertising claims or violation of any governmental laws, rules and regulations.

**24. Non-Discrimination:** In its use and occupancy of the Licensed Area, the Customer shall not discriminate against any person or class by reason of age, sex, handicap, color, race, creed, religion or national origin.

**25. Successors and Assigns:** All terms and conditions of this Agreement shall be binding upon the parties, their heirs, successors, and assigns, and cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto unless the same shall be in writing signed by the duly authorized agent or agents of the parties hereto.

**26. Copyrights:** The Customer will assume all costs arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices, processes or dramatic rights used on or incorporated in the event. The Customer agrees to indemnify, defend and hold harmless the City and the Authority from any claims or costs, including legal fees, which might arise from question of use of any such material described above.

**27. Parking:** All parking rights and privileges are reserved by the Authority with respect to any parking on the grounds of the Center, including the area located immediately to the south of the Center, and the Authority shall not be required to provide any specific parking to the Customer unless agreed in writing by the Authority. The Customer may be responsible for costs associated with a parking lot attendant if determined to be necessary for the Function by the Authority. Public parking facilities in the area will afford the Customer, its employees, agents and guests spaces for parking at prevailing rates for the area.

**28. Customer Property:** The Authority will make reasonable efforts to accept delivery of property addressed to the Customer one (1) business day prior to the Event at a cost of five (\$5) dollars per box. Any shipments received prior to one (1) business day prior to the Event will incur a cost of ten (\$10) dollars per box, and the Customer will indemnify and hold harmless the City and the Authority for any loss or damage to such property in the receipt, handling, care or custody of such property at any time. The Customer further indemnifies the City and the Authority from any claims or costs related to claims from any third party for loss or damage to property located on or about the Center in connection with the Event.

**29. Interruption or Termination of Event:** The Authority shall retain the right to cause the interruption or termination of any Event in the interest of public safety.

**30. Advertising:** The Customer agrees that all advertising of the Event will be honest and true and will include accurate information on show times and ticket prices.

**31. Non-Exclusive Right:** The Authority shall retain the right to use and/or license use of such portions of the Center as may not be covered by this Agreement. The Authority also retains the right to re-enter any part of the Licensed Area should such part become vacant; and to determine that such unused portion may be offered for other use, with receipts there from going to the Authority but an appropriate adjustment made as to the License Fee.

**32. ADA Compliance:** To the Authority's knowledge, the Center, as a place of "public accommodation", is in compliance with the Americans With Disabilities Act (Public Law 101-336) (the "ADA"). If the Customer determines that any violation of the ADA exists with respect to the Center, the Customer shall promptly notify the Authority in writing and the Authority shall endeavor to comply with the ADA in all material respects. The Customer shall comply with the ADA with respect to all activities conducted within the Licensed Area.

The Authority and the Customer shall jointly endeavor to identify organizations or individuals that can provide any auxiliary aids and services that are required by the ADA.

**33. Relocation of Licensed Premises:** The Authority reserves the right to relocate the designated Licensed Area to alternative comparable space within the Center if such relocation should become necessary. The Customer agrees that any such relocation of Licensed Area will not constitute a breach of this Agreement.

**34. Arbitration:** ~~At the sole and exclusive option of the Authority, any dispute, argument or claim arising out of or related directly or indirectly to this Agreement between the Authority and the Customer may be submitted to binding arbitration in Columbia, South Carolina in accordance with the rules of the American Arbitration Association.~~

**35. Interpretation:** All references to the City or the City of Columbia include the Columbia Public Facilities Corporation. All references to the Center, unless the context clearly requires otherwise, include the Licensed Area, all interior and exterior portions of the Center, its grounds and all parking areas operated by the Authority for use by the Customer and visitors to the Center. All references to indemnification or liability of the Authority shall include, within the coverage of such provision, shareholders, the members, board of directors, officers, employees and agents of the Authority and any other persons or entities to whom the Authority may have an obligation to protect, defend or indemnify, which specifically includes the City of Columbia.

**36. Force Majeure:** Irrespective of any provision to the contrary contained in this Agreement, neither the Authority nor the Customer shall be liable for its failure to perform its obligations under this Agreement if such non-performance is due to: (i) acts of God; (ii) war; (iii) government regulations; (iv) acts of terrorism; (v) strikes or work stoppages; (vi) civil disorder; (vii) curtailment or delay in transportation facilities preventing at least 25% of the anticipated participants of the Customer from attending the Event; (viii) floods, fire, earthquakes and other disasters or catastrophes; (ix) global health conditions (including but not limited to any epidemic, pandemic or disease outbreak such as COVID-19); (x) unreasonable and extreme inclement weather; (xi) public utility failure; (xii) declaration of a “severe” (Level Red) risk of terrorist attack by the US Department of Homeland Security; (xiii) issuance of a travel advisory for the region in which the Center is located by the World Health Organization; or (xiv) any other emergency beyond the control of either party. This Agreement may be terminated by written notice from one party to the other without a cancellation charge for any of the above reasons if it becomes inadvisable, illegal or impossible to provide the License Facilities or hold the Event (or to continue the Event for the full term of the License Period if the Event has commenced). In the event of termination of this Agreement due to any of the above reasons, any unearned and unpaid portion of the License Fee shall abate, or, if previously paid, shall be refunded by the Authority to the Customer.

**37. Cumulative Remedies:** All rights, powers and privileges conferred hereunder upon the Authority shall be cumulative and shall not be restricted to those given by law.

**38. Notices:** All notices required or permitted to be given to any party pursuant to this Agreement shall be in writing and delivered personally, or sent by registered or certified mail, return receipt requested, or by generally recognized, prepaid, overnight air courier services, or by facsimile or email. If given by facsimile or email, the notice shall be deemed to have been given upon receipt of a confirmation or reply, respectively. All other such notices to either party shall be deemed to have been provided when delivered, if delivered personally or refused by those individuals or entities addressed below. The designation of the individuals to be so notified and the addresses of such persons or entities for the purpose of notice may be changed from time to time by written notice to the other party, in a manner provided herein for giving notice, which shall be deemed effective ten (10) days after such written notice of change is furnished to the other party.

To Authority:	Vice President/General Manager Columbia Metropolitan Convention Center 1101 Lincoln Street Columbia, South Carolina 29201
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To Customer:	At the address set forth on page 1 hereof
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**39. Refunds:** Refer to the appropriate section of your License or Catering Agreement for details pertaining to cancellations of building space. Should you have any questions or require clarification, please contact your Sales Manager/Event Manager. Event orders cancelled within (14) business days prior to event will not be refunded. Refund requests relating to amenities or equipment provided by third party vendors (including but not limited to SC Audio Visual, Ovations Catering, Displays

Unlimited, etc.) must be requested directly from the vendor. All refund requests required or permitted to be given to any party may be requested (see information below) in writing and delivered through either of the following methods: in person, by registered or certified mail (return receipt requested), or by generally recognized prepaid, overnight air courier services, facsimile or by email. If submitted via facsimile or email, the notice shall be deemed to have been received upon confirmation or reply, respectively. Upon approval, refund checks may take up to four weeks to process. All refunds will be mailed to the address set forth on page 1 of the contract lease agreement.

If you have any inquiries regarding our Refund or Cancellation Policies, please call our office at 803.545.0276 or contact your Sales/Event Manager directly. Hours are Monday – Friday, 9:00 am – 5:00 pm (Eastern).

To Operator: Sales/Event Manager  
Columbia Metropolitan Convention Center  
1101 Lincoln Street  
Columbia, South Carolina 29201

Facsimile: 803-545-0013  
Email: Sales/Event Manager Assigned to Event

**40. Entire Agreement:** This Agreement contains the complete and exclusive agreement between the parties and is intended to be a final expression of their agreement. No promise, representation, warranty or covenant not included in this Agreement has been or is relied upon by any party. Each party has relied upon its own examination of the full Agreement and the provisions thereof, the counsel or its own advisors, and the warranties, representations and the covenants expressly contained herein. No modification or amendment of this Agreement shall be in force unless executed in writing by all parties hereto.

**41. Headings:** The headings used in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit or describe the scope of this Agreement nor the intent of any provision thereof.

**42. Waiver:** No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

**43. Severability:** In the event any provision of this Agreement or the application thereto to any person or circumstance shall be inapplicable, invalid, illegal or unenforceable in any respect, the remainder of this Agreement and application of such provision to other persons or circumstances shall not be affected thereby and shall be enforced to the fullest extent permitted by law.

**44. Governing Law:** This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of South Carolina.

**45. Counterparts:** This Agreement may be executed in any number of counterparts, with signature pages assembled and attached to create fully executed original Agreements.

**46. Authority Default:** The Authority is in default of this Agreement if it: (i) fails to provide the Licensed Area during the License Period; (ii) fails to perform or breaches any material provision of this Agreement; (iii) files, or acquiesces in a petition for, bankruptcy, reorganization, insolvency or similar proceeding; or (iv) ceases doing business. If the Authority so defaults, then the Customer may, if the Authority fails to cure such default within twenty-four (24) hours after receiving written notice from the Customer: (i) receive a refund of the License Fee paid to the Authority under this Agreement; and/or (ii) give notice of termination and/or seek other remedies available at law or equity.

