

Dear Vendor/Exhibitor:

This memo (and the accompanying documents) is a tool to assist you in complying with the Virginia Fire Code regulations regarding temporary electrical connections. These rules are meant to protect the convention center, the client and your exhibit display by ensuring that electrical circuits are not overloaded and the fire risk is reduced.

If you have ordered an electrical drop from the Convention Center, a 14 gauge cord with a 'quad' box (allowing for up to 4 connections not to exceed 20 A load total) will be located in your booth area. The attached diagram will illustrate the ONLY acceptable options for using extension cords, power strips in the proper connection configuration.

There are Convention Center employees available who can provide guidance as to what is acceptable, if needed. The Center's Retail Center carries a limited amount of 14 gauge, 3 pronged utility cords for your convenience. There are also a number of retail establishments in the local area where cords can be purchased if needed. Ungrounded ('zip') extension cords are **not allowed** in any configuration under any circumstances.

If you have any questions about this memo, please contact your promoter/exhibits chair who will get the appropriate Convention Center staff member to discuss this with you.

Thank you for your cooperation in this matter,

Virginia Beach Convention Center Management

757-385-2000