

WCQI 2019

Emergency Preparedness Plan

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General Information

Introduction

Having an Emergency Response Plan is a critical component of our responsibility to our staff and to those we serve. The hope is that these plans will never have to be used.

However, in the event that something does happen, we want to be sure staff are as prepared as possible and will know what actions to take to protect our staff and participants' safety and wellbeing.

As an onsite ASQ team member, you are expected to read this plan in its entirety although some components will only be applicable depending on your role and nature of the event.

Emergency Response Team

Any emergency (medical, non-medical, or other) should immediately be reported to

- | | | |
|-------------------|-----------------------------------|--------------|
| 1. Ann Jordan | ASQ General Counsel | 414-412-0293 |
| 2. Lindsey Linder | ASQ Chief Human Resources Officer | 414-803-0974 |
| 3. Amy Heppe | Manager, Event Management | 414-687-1010 |

General Emergency Call Procedures:

- Remain calm.
- Establish the exact location of the emergency (e.g., 11th Street Lobby – Registration Area).
- Assign a person to call the event's Emergency Response Team members (see above) to notify them of the identified emergency. Alternatively, you can reach out to individuals via walkie talkies. Please see a list of people in the Walkie Talkies section.
- **Call 911 and / or the Fort Worth Convention Center (FWCC) Manager on Duty at 817-269-8625 for assistance.**
- Explain the type of emergency (e.g., fire, medical emergency, etc.).
- Give your name and a telephone number and/or house phone extension at which you can be reached.
- Wait for further directions from emergency personnel.
- If safe, wait for emergency personnel to arrive. Have designees posted at intervals (e.g., at the door to the meeting room, outside the elevators, at every major turn between the outside door and the location of the emergency) to direct emergency personnel to the emergency.

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Helpful Hints

- Make two copies of your driver’s license and keep them in separate areas. In the event your license is lost or stolen, you will have some proof to possibly get another type of I.D. to get on the plane.
- Have a conference buddy; someone who knows what your schedule is and where you will be in the event of an emergency or accident.
- If you ask for a wakeup call and get up before the hotel rings your room, call down to the operator and cancel it. Should you ask for a wakeup call and not answer, Security will more than likely be knocking on your door or coming into your room to make sure you are not in distress.
- When going out at night, try to stay in groups and **DO NOT WEAR YOUR BADGE** out of the hotel or in the elevators.
- Do not give your room number out to anyone but another staff member if needed.
- In the unlikely event of a natural disaster, you should have tennis shoes and a flashlight with you.

Emergency Numbers – Fort Worth Convention Center and all Hotels

Security awareness is everyone’s responsibility. If you observe anything that appears suspicious or unusual, please contact security immediately (**See Something; Say Something**). Call 911 and / or the Fort Worth Convention Center (FWCC) Manager on Duty at 817-269-8625 for assistance.

When you arrive at the convention center and/or hotels, familiarize yourself with your surroundings and fire exits.

Any emergency (medical, non-medical, or other) should immediately be reported to:

- | | | |
|-------------------|-----------------------------------|--------------|
| 1. Ann Jordan | ASQ General Counsel | 414-412-0293 |
| 2. Lindsey Linder | ASQ Chief Human Resources Officer | 414-803-0974 |
| 3. Amy Heppe | Manager, Event Management | 414-687-1010 |

Please see **Crisis Communication** for more information on and assistance with any media inquiries.

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Convention Locations

Fort Worth Convention Center

1201 Houston Street
Fort Worth, TX 76102
Emergency phone: 911
Manager on Duty: 817-269-8625

Omni Fort Worth

1300 Houston Street
Fort Worth, TX 76102
Phone: (817) 535-6664

Hilton Fort Worth

1701 Commerce Street
Fort Worth, TX 76102
Phone: (817) 335-7000

Sheraton Fort Worth Downtown

1701 Commerce Street
Fort Worth, TX 76102
Phone: (817) 335-7000

Hampton Inn & Suites Fort Worth Downtown

1001 Commerce Street
Fort Worth, TX 76102
Phone and Hotel Reservations: (817) 332-5300

Lost and Found

Fort Worth Convention Center

Any lost items should be turned into the ASQ Registration area in the 11th Street Lobby. At the end of the conference, any items remaining will be turned into the Security Office at the convention center.

All Hotels

Any lost items should be turned into the hotel's Front Desk/Registration area.

The Worthington Renaissance Fort Worth Hotel

200 Main Street
Fort Worth, TX 76102
Phone: (817) 870-1000

Courtyard Fort Worth Downtown/Blackstone

601 Main Street
Fort Worth, TX 76102
Phone: (817) 885-8700

Embassy Suites Fort Worth Downtown

600 Commerce Street
Fort Worth, TX 76102
Phone: (817) 332-6900

Fairfield Inn & Suites Fort Worth Downtown

1010 Houston Street
Fort Worth, TX 76102
Phone: (817) 529-9200

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Medical Assistance

First Aid

During the conference, Emergency Medical Technicians (EMTs) will be located in the back of the Exhibit Hall, at the end of Aisle 700.

- Saturday, May 18 – 12 pm – 5 pm
- Sunday, May 19 – 8 am – 8:30 pm
- Monday, May 20 – 7 am – 5 pm
- Tuesday, May 21 – 7 am – 5 pm
- Wednesday, May 22 – 7 am – 12 pm

Hospital

Texas Health Fort Worth Hospital
1301 Pennsylvania Avenue
Fort Worth, TX 76104
Phone: 817-250-2000
1.5 mile from the convention center

Urgent Care

Medical Springs Urgent Care
2501 W. 7th Street
Fort Worth, TX 76107
Phone: 469-232-2944
2 miles from the convention center
Hours:
7 days a week 8:00 a.m. – 8:00 p.m.

Pharmacy

CVS Pharmacy (inside Target)
301 Carrol Street
Fort Worth, TX 76107
Phone: 817-302-0291
1 mile from the convention center

Hours:

Monday – Friday 9:00 a.m. – 9:00 p.m.
Saturday/Sunday 9:00 a.m. – 6:00 p.m.

Dentist – Urgent Care

Emergency Dental Care USA
5334 N. Tarrant Parkway
Fort Worth, TX 76244
Phone: 817-500-0627
14 miles from the convention center
Hours:
Monday – Sunday 9:00 a.m. – 9:00 p.m.

Media and Crisis Communication

At the time of an emergency, communications throughout all of the event stakeholders is critical and should be consistent, and therefore not ad-hoc.

A member of the Emergency Response Team (see above) will reach out to ASQ's designated media contact, Jennifer Tucker. She can be reached at 510-685-0931.

If you notice media representatives at the convention who are not wearing a WCQI badge, please reach out to Jennifer Tucker as well. Please give her your name, location and, if possible, what media outlet the person or persons are with.

If you are being approached by a member of the media, politely ask him or her to wait and reach out to Jennifer Tucker.

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Registration Location/Hours

Attendee/Exhibitor Registration is located in the 11th Street Lobby at the Fort Worth Convention Center.

Friday, May 17, 2019

12 pm – 4:30 pm Exhibitor Move In By Appointment Only

Saturday, May 18, 2019

12 pm - 5 pm Registration Open

12 pm – 5 pm Exhibitor Move In

Sunday, May 19, 2019

8 am – 4 pm Exhibitor Move In

4 pm Hall closes for cleaning.

5:30 pm Exhibitors get access to Hall

6:30 – 8:30 pm Opening Reception on Tradeshow Floor

Monday, May 20, 2019

7:30 am Exhibitors get access to Hall

9 am – 5 pm Show Open

10 – 11:15 am Conference Kickoff on the Tradeshow Floor

Tuesday, May 21, 2019

7:30 am Exhibitors get access to Hall

9 am – 4 pm Show Open

2:15 – 3:45 pm Exhibit Hall Extravaganza

4 – 8 pm Exhibitor Move Out

Wednesday, May 22, 2019

8 am – 12 pm Exhibitor Move Out

NOTE: Exhibitors entering the Exhibit Hall on Saturday and Sunday MUST have an Exhibitor Work Pass which they can pick up at the Exhibitor Registration counter along with their Exhibitor badge and ribbon.

NOTE: Exhibitors may get into the Exhibit Hall on Monday and Tuesday at 7:30 a.m.

What To Do During An Emergency

ASQ Staff Responsibilities

During ANY type of emergency:

- **Call 911 and / or the Fort Worth Convention Center (FWCC) Manager on Duty at 817-269-8625**
- Assign a person to call the event's Emergency Response Team members (see page two) to notify them of the identified emergency
- If on Walkie Talkie, refer to incident as a Code 3 and location only; do not elaborate
- Remain calm
- Remember that during any emergency, staff and meeting attendees will be looking for direction
- Make sure all ASQ staff are accounted for
- ASQ and the venue will assess the situation and work out the best possible solution for the safety and welfare of the conference attendees
- All Work Group Managers should have their staff's emergency contact information in the event of an emergency
- National Emergency – the same steps above will be followed. All ASQ staff needs to report to their staff leader at Headquarters (or on-site at the conference) as well as Anne Aubry (ext. 2068), or aaubry@asq.org

Medical Emergencies/Injuries – Procedures

In the event of an injury or sickness, security should be notified immediately at 911 or the appropriate extension(s) based on the venue.

All requests for police, paramedics, fire/rescue or an ambulance should be made through 911 or the security at the appropriate extensions (depending on the venue) to insure accurate and concise information is provided to the responding authorities.

The reporting individual should remain with the sick/injured person to reassure them, letting them know help is on the way. The reporting individual can then give a complete report to the responding Security or Medical staff as to what happened.

See the Emergency Plan of the Fort Worth Convention Center for more information if the emergency takes place at that location.

Be prepared for the following questions:

- Is the person breathing?
- Is the breathing labored?
- Is the person conscious?
- Is there any bleeding?

Wait for the emergency personnel and direct them to the emergency

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Injury Safety

- Do not administer first aid techniques
- Do not move the injured person unless they are in danger of further injury
- Keep the person warm and covered
- Do not let the injured person see or touch his/her wounds
- Do not give an unconscious or semi-conscious person anything to drink
- In the case of a bleeding cut, apply pressure with a towel and wrap in ice

Security Companies and Personnel

CSC (Contemporary Services Corporation) is the exclusive crowd management/security services provider for the Fort Worth Convention Center. Fort Worth Police Officers are required to work events that serve/sell alcohol and when cash/money transactions take place. Officer may be uniformed or in plain clothes.

CSC schedules the FWPD officers as well as staffing the events with door guards/badge checkers, overnight security, etc.

If you prefer to have a security person assigned to a specific area or responsibility and do not see one or are aware that one is not assigned, please contact Steven Bonda at 850-345-9738 or steven.bonda@conferencedirect.com.

Walkie Talkies

Should you or an attendee need assistance during the conference, any of these individuals can help you.

***Keep discussions short and to the point; attendees can hear all these conversations throughout the convention center. Should a medical emergency arise, refer to it as a Code 3 and the location.
DO NOT ELABORATE***

Walkie Talkie List:

- 1 Amy Heppe (All Locations)
- 2 Mary Barica (Meetings, Registration)
- 3 Steven Bonda (Exhibit Hall, Registration, Rover)
- 4 Dan Dougherty (Registration)
- 5 Lynn Emard-Boswell (Show bags)
- 6 Jessica Miller (Speaker Room)
- 7 Steve Jacobson (AV Network)
- 8 Carlos Roche (AV Network)
- 9 Geetha Balagopal (Judges Room)
- 10 Dan Carr (GES)
- 11 Denise Schoenwetter (GES)
- 12 Fred Cramer (Site Committee)
- 13 Trish Borzon (ASQ Center Nucleus)

Emergency Procedure Plan

Fort Worth Convention Center

Introduction

Following is the Emergency Procedure Plan for the Fort Worth Convention Center. All ASQ Staff need to familiarize themselves with this information.

Injury / Illness – Medical Emergencies

A medical emergency is any situation where a person has become ill or has suffered an injury and they need assistance.

Procedure:

- Remain calm.
- Get AED if needed or call 911, if necessary.
- Call the Manager on Duty at 817-269-8625 and report there is a MEDICAL EMERGENCY.
- Give the following information:
 - Your name
 - Your location - be specific
 - The nature of the medical emergency (i.e. chest pains, unconscious, fallen down, etc.)
 - If available, the name and contact number of the person having the medical emergency
- Wait with the injured/ill person until assistance has arrived.
- Cooperate with emergency responders (fire, paramedics, etc.). Follow their instructions.
- Do not leave the scene until you have been given permission to do so.
- Information may be required and pictures taken to complete an incident report.

In a medical emergency, the FWCC Manager on Duty will get you the assistance that you need. If necessary, call 911. The Manager on Duty can also call 911 for you and they will ensure that emergency personnel (fire, paramedics, ambulance) are properly directed to your location.

Important Information:

- If the injured person has fallen. DO NOT MOVE THEM
- Never leave a sick or injured person alone. Ask for assistance by having someone help you.

AED Locations – First Aid Room in Exhibit Hall, 12th Street Lobby, First Aid Room Arena lobby and Ballroom C Foyer

Natural Disasters / Severe Weather

Natural disasters such as types of severe weather are emergencies that develop quickly and often with little or no warning. Their affects can be severe and cause significant damage to property and injury to people.
(Shelter in Place page 10)

Whenever there is a possible threat of a major storm or other natural disasters, monitor weather reports and forecasts issued by the National Weather Service and additional information provided by the Emergency Alert System. In these situations, telephones should only be used to contact authorities (police, fire, ambulance, emergency agencies). Keep the telephone lines clear for emergency communications.

Severe Weather: High Winds/ Thunderstorms/ Hail Storm/ Tornado

Procedure:

- Remain calm.
- Remain inside. Do not exit the building. Do not stand near windows or doors.
- Seek shelter in a space that is protected by an interior wall. Go to a room with a sturdy wall (restrooms, exhibit hall, arena tunnel rooms, interior corridors).
- Wait for instructions and/or the “all clear” call before leaving your place of shelter.

Suspicious Activity

Suspicious activities include, but may not be limited to:

- Loitering
- Trespassing
- Unauthorized Access
- Theft

Procedure:

- Remain calm.
- Call the Manager on Duty 817-269-8625 and give the following information:
 - Your name
 - Specific location
 - Nature of activity

Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically with firearms.

Procedure:

Your response to an active shooter incident requires you to assess the best course of action given your situation.

1. EVACUATE
 - Have an escape route and plan in your mind.
 - Leave your belongings behind.
 - Keep your hands visible.
2. HIDE OUT
 - Hide in an area out of the shooter's view.
 - Block entry to your hiding place and lock the doors.
 - SILENCE YOUR CELL PHONE.
3. TAKE ACTION
 - As a last resort and only when your life is in imminent danger.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at the active shooter.

When law enforcement arrives:

- Remain calm and follow instructions.
- Put down any items in your hands (i.e. bags, jackets).
- Raise hands and spread fingers, keep hands visible at all times.
- Avoid quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or directions when evacuating.

Information you should provide to law enforcement or 911 operators:

- Location of active shooter
- Number of shooters and physical description of shooter(s)
- Number and type of weapons held by shooters
- Number of potential victims and the location

Fire Safety

Be prepared to cope with a fire emergency by doing the following:

- Know where fire alarm pull stations are located.
- Know where fire extinguishers are located and be familiar with their operations.
- Be familiar with evacuation routes.
- Assume that every fire alarm is a real emergency and evacuate the building to the designated emergency assembly area.

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Procedure:

When the fire alarm sounds:

- Remain calm.
- Call 911.
- All fire alarms are to be considered genuine. Do not ignore the alarms.
- Begin to evacuate the building (pg. 9) and assembly areas (pg 11).

If you smell or see smoke:

- Remain calm.
- If the fire is small and localized, attempt to put out the fire with the appropriate fire extinguisher.
- Call the Manager on Duty at 817-269-8625.
- If the fire is large and uncontrollable, pull the fire alarm and proceed to evacuate from the building and call 911.

Fire Extinguisher Operation:

Most fire extinguishers operate using these instructions, but always check the instructions on the fire extinguisher. Familiarize yourself with the various locations and types throughout the facility. All you need to do is remember P-A-S-S.

P - Pull the pin. Unlock the extinguisher by pulling the pin in the handle or breaking the handle seal or unlatching the handle lock.

A - Aim the nozzle at the base of the fire. Stand at a safe distance from the fire and advance closer to the fire only if necessary.

S - Squeeze the handle or press the handle to activate the extinguisher. Use a pulsing action rather than a continuous spray.

S - Sweep from side to side. Sweep the extinguisher spray from side to side while aiming at the base of the fire. Shut off the extinguisher and watch to see if the fire flares back up. Continue to use the extinguisher as needed.

Building Evacuation

An emergency may develop that requires everyone to evacuate from the building to designated assembly areas. (see page 16)

You must evacuate the building when any of the following occurs:

- Fire alarm sounds
- Structural failure/damage to building
- Instructed to evacuate by authorized personnel (FWCC staff member, security, police, fire, etc.)

Procedure:

- Remain calm.
- Assume that the emergency is real and begin to leave the building immediately. Do not wait or ignore alarms. Do not use elevators unless specifically directed to do so by emergency personnel.

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- Be alert and cautious as you exit the building. Some exit routes may be inaccessible or hazardous.
- Look for emergency exit signs and follow established evacuation routes. Do not run.
- Proceed in an orderly manner to the nearest exit. Do not run.
- When using stairways, remain in single file, keep to the right and use the handrail.
- Shut all doors behind you.
- Once outside, proceed to the designated Emergency Assembly Area immediately. (see page 16)

Elevator Passengers

If you are in the elevator when the fire alarm sounds, the elevator will automatically go to the ground floor and the doors will open. Exit the elevator and proceed to exit the building and go to the designated emergency assembly area immediately.

Evacuation Sweep of the Building

Exhibit Halls A-F – Hall A-F, Exhibit Hall A Restroom and crossover restrooms in Hall A.

100-105 – 1st level Meeting Rooms 100-105, 1st level Restrooms, Grand Lobby, Concourse.

106-114 – Arena Meeting Rooms 106-114, Houston St. Lobby, West side of 9th St. Lobby, West Hallway Restroom.

120-122 – Arena Meeting Rooms 120-122, Commerce St. Lobby, East side of 9th St. Lobby, East Hallway Restroom.

200-204 – 2nd level Meeting Rooms 200-204, 2nd level Restrooms, Ballroom and Ballroom Lobby.

2nd Service Level – behind meeting rooms 201-204, Ballroom and Elevators.

Arena – Manager on Duty work with Production Company and Client.

East/West Tunnel Rooms, Concession Stands - *TFBS to clear if on property

Administration Offices – clear all offices and mezzanine service hallway administration side

Operation/Accounting Offices – clear all offices and mezzanine service hallway operations side

Annex, Kitchen Area & Trinity F&B Office Annex – including north and south crossover restrooms.

Powerhouse/HVAC Areas – Powerhouse staff to handle

Shelter in Place

Meeting Rooms 200-204 – Exit to back hallway or stairwell near room 204.

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Ballroom and Lobby – Exit to back hallway or stairwell near room 200.

Meeting Rooms 100-105 – Move into the exhibit hall inner wall.

Exhibit Hall – Move to the inner wall.

Meeting Rooms 106-114 and 120-122 - Move into hallway along interior wall or crossover restroom

Arena – Inner wall along inner concourse or tunnels.

Arena Concession Stands – Pull roll up doors down and move to tunnel area.

Administration and Operations Offices – Each Mezzanine hallway.

Trinity Offices – Back hallway near the south cross-over concession stand.

Kitchen – Hallway near dish room or near Door #5. Be sure everything is OFF before evacuating kitchen area

Be mindful of overhead obstructions in Shelter in Place locations.

Emergency Assembly Areas

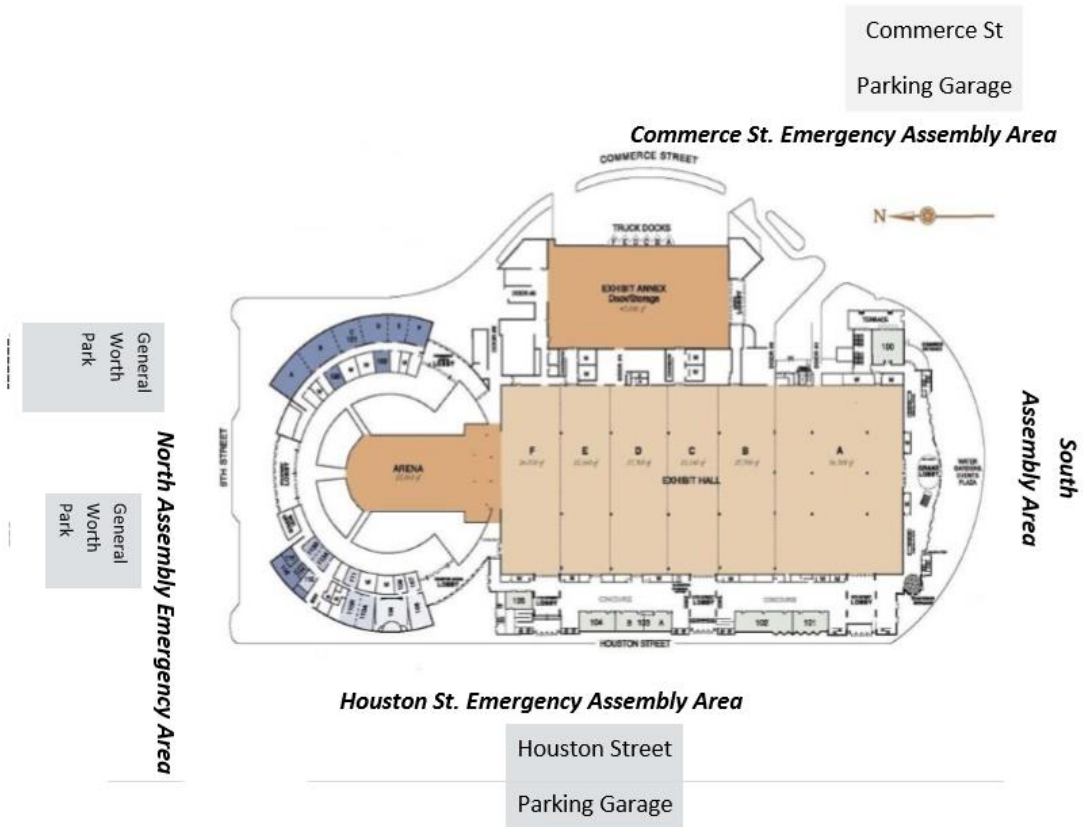
Emergency Assembly Areas have been designated to aid in the evacuation and accounting of building occupants during an emergency. You must report to one of the emergency assembly areas when evacuating the facility.

Procedure:

Remain calm.

- Follow the instructions for BUILDING EVACUATION PROCEDURES.
- Once you have exited the building, proceed immediately to the nearest Emergency Assembly Area. Refer to the map below.
- Remain at the Emergency Assembly Area until released by an authorized person.
- Do not attempt to enter or re-enter evacuated building until given specific instructions to do so.

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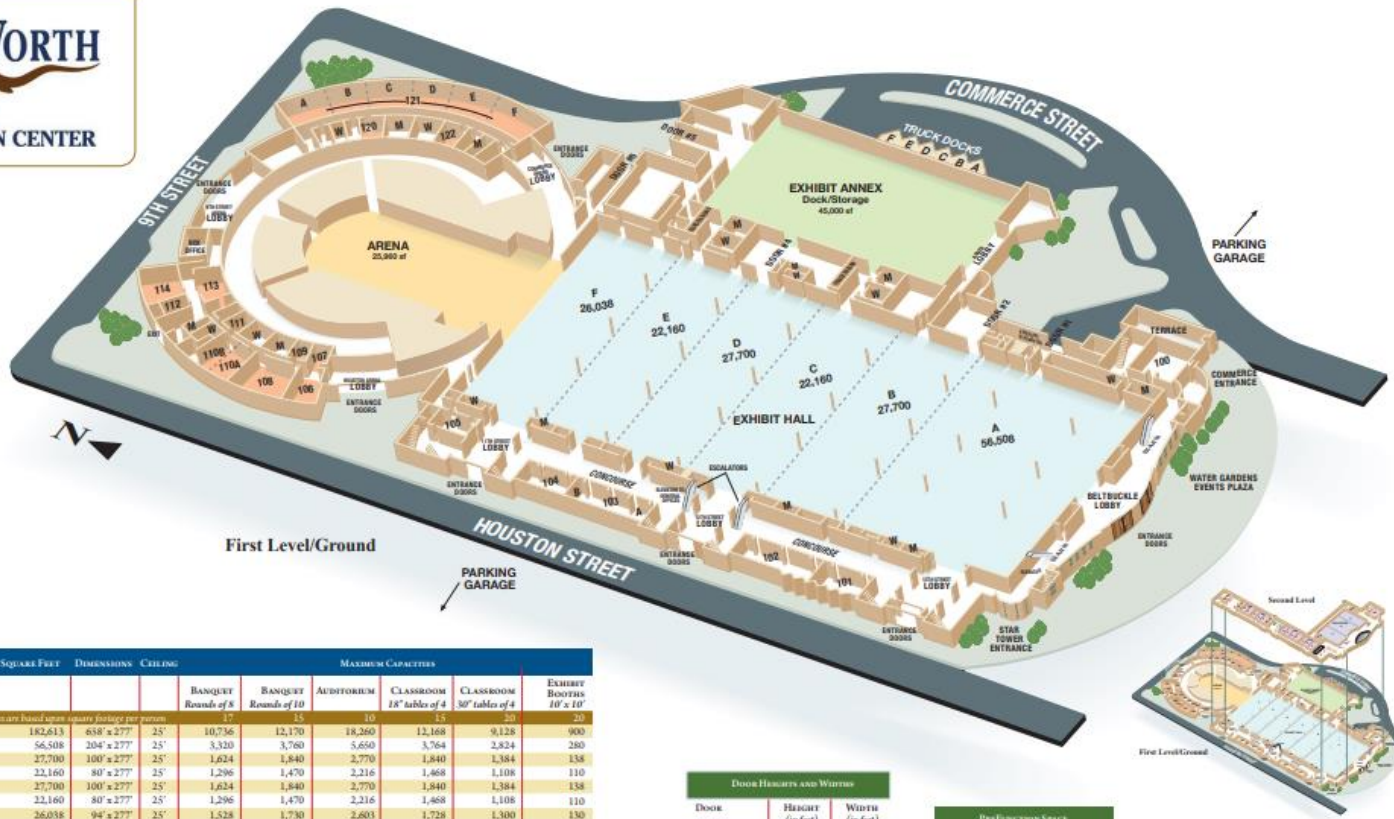


Always Report to Manager on Duty 817-269-8625

MAPS

Fort Worth Convention Center
1201 Houston Street
Fort Worth, TX 76102

Exhibit Hall and First Level



First Level/Ground

Exhibit Hall

| MEETING ROOMS | GROSS SQUARE FEET | DIMENSIONS | CEILING | MAXIMUM CAPACITIES | | | | | |
|--|-------------------|-------------|---------|------------------------|-------------------------|------------|------------------------------|------------------------------|---------------------------------|
| | | | | BANQUET Rounds of 8 | BANQUET Rounds of 10 | AUDITORIUM | CLASSROOM 18' tables of 4 | CLASSROOM 30' tables of 4 | EXHIBIT BOOTHES 10' x 10' |
| <i>Exhibit Hall maximum capacities are based upon square footage per room.</i> | | | | | | | | | |
| Exhibit Hall | 182,613 | 658' x 277' | 25' | 10,736 | 12,170 | 18,260 | 12,168 | 9,128 | 900 |
| Exhibit Hall A | 56,508 | 204' x 277' | 25' | 3,320 | 3,760 | 5,650 | 3,764 | 2,824 | 280 |
| Exhibit Hall B | 27,700 | 100' x 277' | 25' | 1,624 | 1,840 | 2,770 | 1,840 | 1,384 | 138 |
| Exhibit Hall C | 22,160 | 80' x 277' | 25' | 1,296 | 1,470 | 2,216 | 1,468 | 1,108 | 110 |
| Exhibit Hall D | 27,700 | 100' x 277' | 25' | 1,624 | 1,840 | 2,770 | 1,840 | 1,384 | 138 |
| Exhibit Hall E | 22,160 | 80' x 277' | 25' | 1,296 | 1,470 | 2,216 | 1,468 | 1,108 | 110 |
| Exhibit Hall F | 26,038 | 94' x 277' | 25' | 1,528 | 1,730 | 2,603 | 1,728 | 1,300 | 130 |
| Exhibit Annex | 45,000 | 300' x 150' | 25' | 2,640 | 3,000 | 4,500 | 3,000 | 2,248 | 225 |
| <i>Exhibit Annex is only available with rental of entire Exhibit Hall</i> | | | | | | | | | |
| MEETING ROOMS | | | | | | | | | |
| 100 | 2,156 | 49' x 44' | 22' | 160 | 140 | 258 | 176 | 136 | |
| 101 | 1,508 | 58' x 26' | 14' | 80 | 90 | 150 | 96 | 72 | |
| 102 | 2,210 | 85' x 26' | 14' | 128 | 140 | 257 | 112 | 96 | |
| 103 (A, B) | 2,160 | 90' x 24' | 14' | 128 | 100 | 221 | 128 | 104 | |
| 103A | 1,080 | 45' x 24' | 14' | 64 | 80 | 88 | 72 | 60 | |
| 103B | 1,080 | 45' x 24' | 14' | 64 | 80 | 88 | 72 | 60 | |
| 104 | 1,480 | 60' x 24' | 14' | 80 | 90 | 150 | 96 | 72 | |
| 105 | 819 | 39' x 21' | 14' | 48 | 50 | 72 | 48 | 48 | |

| DOOR HEIGHTS AND WIDTHS | | |
|-----------------------------|---------------------|--------------------|
| DOOR | HEIGHT (in feet) | WIDTH (in feet) |
| Door 1 (outer) | 14 | 13.8 |
| Door 1 (inner) | 13.9 | 13.8 |
| Door 2 (outer) | 18 | 16 |
| Door 2 (inner) | 19 | 16 |
| Door 4 (outer) | 22.4 | 21.8 |
| Door 4 (inner) | 18.3 | 20.75 |
| Door 5 (outer) | 25 | 24 |
| Door 5 (inner) | 22 | 23.8 |
| Door 6 (outer) | 14.5 | 13 |
| Door 6 (inner) | 14.5 | 13 |
| Anna Doors | 17.5 | 28 |
| North & South Crossovers | 9 | 12 |

| PREFUNCTION SPACE | |
|-------------------|--------------------------|
| FIRST LEVEL | AREA (square footage) |
| 11th Street Lobby | 2,350 |
| 12th Street Lobby | 1,975 |
| 13th Street Lobby | 2,450 |
| Bel Buckle Lobby | 9,000 |
| Concourse | 16,975 |
| Southwest Corner | 2,175 |
| SECOND LEVEL | |
| PreFunction | 15,940 |
| Southwest Corner | 2,175 |
| Ballroom Lobby | 7,500 |

Fort Worth Convention Center has 38 total meeting rooms. Our maximum capacities are calculated with tables and/or chairs in the room. Maximum capacities will be reduced when staging, audio visual equipment or any auxiliary equipment is added to the room. Capacities are subject to change based on the size of head table, audio visual and catering requirements.

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Second Level

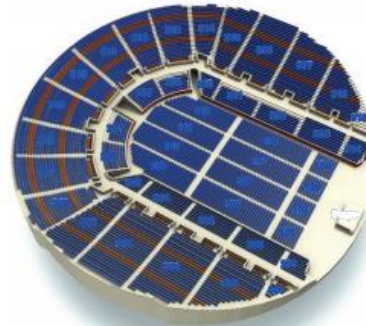
Second Level

| MEETING ROOMS | GROSS SQUARE FEET | DIMENSIONS | CEILING | MAXIMUM CAPACITIES | | | | | |
|------------------|-------------------|------------|---------|------------------------|-------------------------|------------|------------------------------|------------------------------|--|
| | | | | BANQUET Rounds of 8 | BANQUET Rounds of 10 | AUDITORIUM | CLASSROOM 18' tables of 4 | CLASSROOM 30' tables of 4 | |
| 200 Level (20) | 33,849 | | | | | | | | |
| 200 | 2,850 | 50' x 57' | 18' | 160 | 170 | 312 | 200 | 180 | |
| 201 (A, B, C) | 5,162 | 89' x 58' | 18' | 360 | 360 | 672 | 320 | 288 | |
| 201A | 1,856 | 32' x 58' | 18' | 104 | 100 | 196 | 132 | 108 | |
| 201B | 1,740 | 30' x 58' | 18' | 96 | 100 | 192 | 120 | 108 | |
| 201C | 1,566 | 27' x 58' | 18' | 80 | 100 | 160 | 80 | 72 | |
| 202 (A, B, C, D) | 6,670 | 115' x 58' | 18' | 440 | 500 | 868 | 480 | 384 | |
| 202A | 1,856 | 32' x 58' | 18' | 104 | 100 | 196 | 132 | 108 | |
| 202B | 1,740 | 30' x 58' | 18' | 96 | 100 | 192 | 120 | 108 | |
| 202C | 1,450 | 25' x 58' | 18' | 80 | 100 | 160 | 80 | 72 | |
| 202D | 1,566 | 27' x 58' | 18' | 80 | 100 | 160 | 80 | 72 | |
| 203 (A, B, C) | 5,278 | 91' x 58' | 18' | 360 | 400 | 696 | 320 | 324 | |
| 203A | 1,856 | 32' x 58' | 18' | 104 | 100 | 196 | 132 | 108 | |
| 203B | 1,856 | 32' x 58' | 18' | 104 | 100 | 196 | 132 | 108 | |
| 203C | 1,566 | 27' x 58' | 18' | 80 | 100 | 160 | 80 | 72 | |
| 204 (A, B) | 3,596 | 62' x 58' | 18' | 200 | 250 | 480 | 240 | 192 | |
| 204A | 1,856 | 32' x 58' | 18' | 104 | 100 | 196 | 132 | 108 | |
| 204B | 1,682 | 29' x 58' | 18' | 80 | 100 | 192 | 120 | 108 | |



Maximum number of guests on the second floor is 5000 at any time.

From large general sessions to rock concert, the Arena has been the site of thousands of crowd-placing events.



Ballroom

| MEETING ROOMS | GROSS SQUARE FEET | DIMENSIONS | CEILING | MAXIMUM CAPACITIES | | | | |
|---------------|-------------------|-------------|---------|------------------------|-------------------------|------------|------------------------------|------------------------------|
| | | | | BANQUET Rounds of 8 | BANQUET Rounds of 10 | AUDITORIUM | CLASSROOM 18' tables of 4 | CLASSROOM 30' tables of 4 |
| Ballroom | 28,160 | 128' x 220' | 23' | 1,960 | 2,020 | 3,000 | 2,168 | 1,728 |
| Ballroom A | 8,192 | 128' x 64' | 23' | 480 | 550 | 960 | 576 | 504 |
| Ballroom B | 11,520 | 128' x 90' | 23' | 704 | 700 | 1,392 | 800 | 640 |
| Ballroom C | 8,192 | 128' x 64' | 23' | 480 | 550 | 960 | 576 | 504 |

The largest in the city, the ballroom at Fort Worth Convention Center holds a maximum of 3,000 guests at any time.



| MEETING ROOMS | GROSS SQUARE FEET | DIMENSIONS | CEILING | MAXIMUM CAPACITIES | | | | | |
|---|------------------------|-------------|---------|------------------------|-------------------------|------------|------------------------------|------------------------------|--------------------------------|
| | | | | BANQUET Rounds of 8 | BANQUET Rounds of 10 | AUDITORIUM | CLASSROOM 18' tables of 4 | CLASSROOM 30' tables of 4 | EXHIBIT BOOTHS 10' x 10' |
| Arena Seating | 10,414 permanent seats | | | | | | | | |
| Arena Floor | 25,960 | 110' x 236' | 85' | 2,500 temporary seats | 1,750 | 2,596 | 1,728 | 1,296 | 125 |
| Arena floor seating capacity varies according to event specifications | | | | | | | | | |
| Arena Rooms (18) | 23,112 | | | | | | | | |
| 106 | 1,276 | 29' x 44' | 10' | 72 | 70 | 127 | 84 | 48 | |
| 107 | 558 | 18' x 31' | 10' | 32 | 30 | 55 | 20 | 16 | |
| 108* | 2,090 | 44' x 47.5' | 10' | | | 206 | | | |
| 109 | 608 | 19' x 32' | 10' | 32 | 30 | 60 | 20 | 16 | |
| 110 (A, B) | 2,376 | 54' x 44' | 10' | 136 | 120 | 277 | 120 | 104 | |
| 110A | 1,188 | 27' x 44' | 10' | 64 | 60 | 126 | 72 | 60 | |
| 110B | 1,188 | 27' x 44' | 10' | 64 | 60 | 126 | 72 | 60 | |
| 111 | 640 | 20' x 32' | 10' | 32 | 30 | 65 | 40 | 32 | |
| 112 | 535.5 | 21' x 25.5' | 10' | 32 | 30 | 50 | 32 | 24 | |
| 113 | 1,344 | 42' x 32' | 10' | 72 | 60 | 137 | 72 | 58 | |
| 114 | 2,332 | 53' x 44' | 10' | 128 | 140 | 225 | 128 | 96 | |
| 120 | 682.5 | 21' x 32.5' | 10' | 40 | 40 | 65 | 40 | 32 | |
| 121A | 2,508 | 57' x 44' | 10' | 144 | 140 | 250 | 168 | 120 | |
| 121B | 2,574 | 58.5' x 44' | 10' | 144 | 140 | 250 | 168 | 120 | |
| 121C | 1,958 | 44.5' x 44' | 10' | 112 | 110 | 209 | 112 | 96 | |
| 121D | 1,958 | 44.5' x 44' | 10' | 112 | 110 | 209 | 112 | 96 | |
| 121E | 1,452 | 33' x 44' | 10' | 80 | 80 | 120 | 84 | 60 | |
| 121F | 1,408 | 32' x 44' | 10' | 80 | 80 | 120 | 84 | 60 | |
| 122 | 682.5 | 21' x 32.5' | 10' | 40 | 40 | 65 | 40 | 32 | |

*108 is the World Amphitheater with 4 stage and 206 permanent upholstered seats.