

# Waco Convention Center Exhibitor Equipment Dimensions Form

Chisholm Hall, the main exhibit hall in the Waco Convention Center, is a second-story exhibit hall with an elevated floor that does not sit slab on grade. The City of Waco has defined specific maximum load capacities for heavy equipment exhibits in Chisholm Hall. Waco Convention Center Management requires that all exhibitors intending to exhibit any type of heavy equipment, either free-standing or vehicular, to comply with these maximum load capacities to prevent potential damage to the floor system in Chisholm Hall and the Waco Convention Center. Management reserves the right to request a certified weight ticket on any piece of equipment that has not already been required to submit such, but which might meet or exceed these weight limitations.

**Any vehicle or equipment for exhibit which will meet or exceed 100 pounds per square foot in weight must provide horizontal dimensions (width and length) of the footprint of the complete rig and unit along with a **certified weight ticket** indicating the total weight of the rig and unit at least two (2) weeks prior to the move-in day of the event.**

Company Name:	Your Name:
Address:	
City/State/Zip:	
Phone:	Email:
Show Name/Dates:	Booth Number:
Weight of exhibit:	Height of exhibit:
Length of exhibit:	Width of exhibit:
Please include a description of your exhibit:	
<p><b>(for convention center use only)</b>  <b>Approved: _____ Denied: _____</b></p>	

This information will be used by Management to determine which items may/may not comply with the maximum floor load capacity of Chisholm Hall. The allowable floor load capacity must focus on the overall square foot (footprint) or horizontal dimensions of the vehicle or equipment to be exhibited. A piece of equipment delivered on a truck/trailer rig, with a crane mounted on the rig, must figure the maximum weight of that exhibit piece to also be dependent on the footprint of the entire rig. The number of tires and axles are not a factor in these load calculations.

Outside exhibit space is available in parking lots adjacent to Chisholm Hall and the Waco Convention Center for any items deemed to exceed the maximum floor load capacity of Chisholm Hall.

**Please fax form to (254) 750-5801 or mail to:  
Waco Convention Center  
P.O. Box 2570  
Waco, Texas 76702-2570**