



JOHN S. KNIGHT CENTER
The Center of an All-America® City

EXHIBITOR INFORMATION SUMMARY

On behalf of the John S. Knight Center Staff,
we would like to thank you for choosing to exhibit with us.

In order to achieve an efficient move-in, event and move-out,
we have summarized the following exhibitor information.

This information is in accordance with the Center's Building Rules &
Regulations document, as well as City, State and Federal regulations.

Wishing you a productive and memorable experience!



77 E. Mill Street / Akron, OH 44308
330.374.8900 / 800.245.4254
johnsknightcenter.org

MOVE-IN & MOVE-OUT REGULATIONS

The following are guidelines for move-in, move-out and set-up:

1. Exhibitors may hand carry or two-wheel dolly materials in and out of the building through designated move-in and move-out entrance(s). Should move-in and move-out require additional help, please contact a Center representative.
2. Exhibitors may use their own employees to set-up their booth. These must be regular employees of the exhibitors with a minimum of 60 days prior employment.
3. Exhibitors are not permitted to use any power-operated equipment for loading/unloading, setting-up or dismantling of exhibits.
4. All electrical wiring to booths/exhibits must be installed by the Center. Any connections within the booths/exhibits by exhibitor is permitted.

PARKING

The Center boasts ample and adjacent surface lots and parking decks for your use. A comprehensive map is available at www.johnsknightcenter.org. Handicap parking areas are clearly designated and are to be used only as specified by Local, State and Federal Laws. Additional staff parking spots are marked and are not available for general parking.

No parking in fire lanes, service streets, vacant Exhibit Halls, loading dock areas or any other locations posted "No Parking." This rule is strictly enforced. Any vehicle not in compliance will be removed at owner's expense.

ID BADGES

All personnel are required to have proper event ID badges, which must be worn on outer clothing at all times.

MAIL/DELIVERY

The Center cannot be held responsible for any shipment of goods accepted at the facility. As a building rule, the Center will accept shipments three (3) business days (Monday thru Friday, 9am to 4pm) before the event. Complete details are available in the Center's Building Rules & Regulations document.

BASIC FIRE CODE

To remain in compliance with the Akron Fire Code, please observe the following guidelines:

1. All materials used in exhibits must be flame retardant.
2. Firefighting and emergency equipment--including fire extinguishers, fire hose cabinets and fire alarm pull stations--may not be hidden or obstructed.
3. All emergency exits, hallways and aisle ways must be kept clear and unobstructed.
4. Vehicles, which are part of an exhibit, may be displayed if in compliance with the following Fire Code Regulations:
 - a. Vehicles may have no more than two (2) gallons of gas.
 - b. Gas tanks must be sealed with tape.
 - c. All battery cables must be disconnected and taped to avoid potential sparks.
 - d. All gasoline engines must be American Gas Association compliant.
5. The use of welding equipment, open flames or smoke emitting material as part of an exhibit must be specifically approved on an individual basis by the Akron Fire Department. Please submit written specifications to the Center for approval from the Akron Fire Department.
6. No person may use or permit the use of an Open Flame Lighting Device, nor may any person use or permit the use of a portable, non-flue-connected, cooking equipment in any place of assembly. (Akron Fire Code, Sect. 93.44-45)

SIGNS & DECORATIONS

In order to preserve the building, exhibitors are asked to comply with the following guidelines:

1. Special decorations, overhead signs and banners, light and sound equipment, etc., may not be hung from ceilings or walls except by Center personnel.
2. Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, walls, painted surfaces, columns, or decorative fabric.
3. All materials used during the event, such as landscape materials, trees, sand, dry-wall, lumber, etc., must be removed from the building immediately following the event.

BALLOONS, ETC.

Helium balloons, "glitter," decals and/or stickers may not be passed out unless prior written approval has been obtained.

PROHIBITED WEAPONS

It is illegal to carry a firearm, deadly weapon or dangerous ordnance anywhere on Center premises.

Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises, pursuant to the Ohio Revised Code.

PETS/ANIMALS

The Center welcomes "service animals" pursuant to the Americans With Disabilities Act. In accordance with the Health Department, other pets/animals are not permitted in the building except in conjunction with an approved exhibit, display, or performance legitimately requiring the use of animals. Written approval from the Center must be obtained prior to the event.

FOOD & BEVERAGE

The Center offers a first-class food service department to accommodate visitors with all of their food and beverage needs. The Center also offers a large variety of concessions, specialty food carts, food courts, sidewalk cafes and much more.

Exhibitors may NOT bring in any food/beverage into the building during move-in, move-out, or event hours.

In the case of a Food Show, the Center retains the right to approve and limit the size of food or drink samples. Beverage items should be no more than 3 oz. sample sizes and food items should be no more than 2 oz. sample sizes.

Exhibitors are not permitted to sell or distribute any food or beverage, whether for consumption on or off premises, without prior written permission from the Center.

TIPS/GRATUITIES

Although we appreciate the kind gesture of offering tips and gratuities, the Center asks that you forego this generosity.

ADDITIONAL SERVICES

Attached please find order and payment forms for: electrical services, audio-visual services, communication services, and plumbing services. If you require any additional services not listed, please contact a Center representative.

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