

EXHIBITOR / VENDOR GENERAL RULES AND REGULATIONS

1. No freight or packages will be accepted at the Center prior to your designated move-in dates. Coordinate with the Event directly for all shipping instructions.
2. Use of center equipment, supplies and other materials is limited to Center personnel ONLY.
3. The Center does not have dollies. Must provide own equipment.
4. Exhibitor/ Vendors are prohibited from moving the Center's furniture, fixtures, and equipment.
5. **No one under the age of sixteen (16) is allowed on the exhibit floor/loading dock during move-in and move-out.**
6. Open-toed shoes are strictly prohibited during move-in and move-out.
7. House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show, move in/out.
8. Passenger elevators and all escalators are to be used by the public and should not be used for any freight equipment movement.
9. All cords and carpeting should be taped down immediately after placement.
10. Motorized vehicles and equipment (i.e., carts, forklifts, scooters, etc.) and other movable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space.
11. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.
12. The carpeted and tarazzo floor must be protected throughout move-in until move-out when using anything more than a handcart over it.
13. Holes may not be drilled, cored, or punched into any part of the Center or exterior premises.
14. No oversized vehicle parking permitted
15. No loading in and out from the front of the center.
16. During show hours, no loading in and out or loading dock access.
17. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
18. The Center provides on an exclusive in-house basis all electrical, utility, Internet, event staff security, rigging, technical services personnel, telecommunications and food and beverage services.
19. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
20. The sale or distribution of novelty merchandise without prior written approval of Operator. All distributed materials, whether for sales or at no cost, must be distributed from locations approved by Operator.
21. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.

PROHIBITED ITEMS

1. Helium balloons
2. **Outside food & beverage.** See attached Booth Service Catering Form to place a custom order.
3. Open Flame, not permitted without written approval. Check with the event for any open flame or high heat cooking requests. Additional costs may apply.
4. Personal Hot Spots or Router. See attached Internet Services Order Form for more information.
5. Glitter and Confetti, without the prior written approval from Center.
6. Animals and pets, without written approval. Service animals are permitted under the ADA (Americans with Disabilities Act 2010) and the owner will be fully responsible for his/her animals.
7. Soliciting in the Center or on Center premises.
8. Alcoholic beverages, without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.
9. Adhesive backed decals & stickers.
10. Exterior banners

Please contact your Event directly for all other Event specific policies.