

ICVB/ICC Policies for In-Building Events

Public Events and Expositions

Respect For Property. It is imperative to show respect for the property of vendors and other clients. It is the right thing to do, and a good way to build respect in others. Employees and Contractors on duty must not touch or otherwise handle contents of exhibit booths or other displays, registration areas, etc unless clearly necessary for cleaning, removal of trash, etc. *This is particularly important for Security personnel who are on duty specifically to protect such property.*

Employees or Contractors on Duty may visit the floor of a public event only to perform assigned duties in that area, and will depart as soon as duties are completed. Visits to the floor on break, lunch etc. are permitted only by permission from your Department Head *and* when SMG/ICC has obtained advance permission from Show Management.

Employees or Contractors on duty as above will not solicit or accept samples, food and/or beverages, merchandise or services from vendors or clients before, during or following an event.

Off-duty Employees wishing to attend an event at the Facility as a regular attendee or patron may do so. However, Employees may not bypass the event's ticket or registration procedures, or use a back-of-house entry point to enter the event; or visit any areas not accessible to other attendees.

Employees who normally are required to wear a uniform during work hours, may not wear their uniform when attending an event as an off-duty employee.