

## Surface Protection Guidelines

Contractors must use the utmost care to protect all surfaces in the facility from damage. Protection may include padding, the use of non-marring products, Visqueen, plywood, rubber bumpers and tires, and proper supervision. The use of transfer tape is strictly prohibited on all surfaces within the facility. In addition, Velcro or similar products are not allowed on air walls or fabric surfaces.

- *Carpet:*

All carpeted areas require the wheels on freight handling equipment and lifts to be suitably covered, or use non-marking wheels approved by the facility. If forklifts or pallet jacks are used on carpeted surfaces, then the application of protective covering to the floor is required. The cost to repair damage to carpeted areas will be billed directly to the general service contractor. When installing carpet in the exhibit space, specific tape has already been approved by the facility (check with your Event Manager), and must be used by your service contractor. The removal of this tape is the personal responsibility of the licensee and the service contractor.

  - *Protection:* 100% with Ironman Visqueen. Approved tape only.
  - *Vehicles:* Electric pallet jacks, pallet jacks, dollies, handcarts only.
  - *Crates & Pallets:* Placed on protective surfaces including carpet scraps, Visqueen, plywood, etc.
  - *Exceptions:* Forklifts with plywood by written permission only.
- *Paint:*

Contractors must provide complete protection from paint and paint products in all areas of the facility including the exhibit floor. Under no circumstances may spray paints, airless sprayers, power painters, airbrushes or similar tools be used within the facility without written consent from the facility.

  - *Protection:* 100% protection from scratches and abrasions. No nails, tacks, Velcro, transfer tape or any other type of tape.
  - *Attachment:* Hanging points from facility superstructure only. No hanging from fixtures, vents, sprinklers, pipes, false ceilings, ceiling tracks or handrails.
  - *Exceptions:* None.
- *Air Walls:*
  - *Protection:* 100% protection from scratches, dirt and abrasions. No Velcro or tape.
  - *Attachment:* None.

- *Stainless Steel & Permanent Signage:*
  - *Protection:* 100% protection from scratches and abrasions.
  - *Attachment:* Approved tapes only. No removal or backing behind screws.
  - *Exceptions:* By written approval only.
  
- *Glass:*
  - *Protection:* 100% protection from scratches and abrasion. No glazing removal.
  - *Attachment:* Tapes, static, suction. Contractor responsible for cleaning costs.
  - *Exceptions:* None.