

# Convention Center RULES & REGULATIONS

---

## GENERAL RULES AND REGULATIONS

1. The location of entrance units, provided by the decorator, must be approved by the Center.
2. Use of Center equipment, supplies and other materials is limited to Center personnel unless approved in writing by Center.
3. Center personnel must perform the movement of Center's furniture, fixtures and equipment only.
4. 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.
5. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement. The repair for any damage to elevators or escalators as a result of freight movement will be charged to licensee.
6. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space without prior approval of Operator.
7. Use of glitter and confetti are not permitted in the Center without the prior written approval of Operator. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee's responsibility.
8. Candles are permitted only if they are completely covered or in a base with water.
9. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.
10. The sale or distribution of novelty merchandise is prohibited without prior written approval of Operator. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Operator.
11. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
12. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
13. Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display, show, etc. In accordance with the ADA, service animals for the physically challenged are permitted and the owner will be fully responsible for his/her animals. The paperwork needed if approved: copies of vaccination certificate, health certificate, municipal license/certificate and a licensed trainer (needs to be present during show).
14. 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.
15. No soliciting is permitted in the Center or on Center premises.
16. Any and all conditions or activities the Center deems unsafe will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
17. The Center provides on an exclusive in-house basis telecommunications and food and beverage services.
18. Alcoholic beverages may not be brought into the Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time. Corkage fee will apply to any beverages brought from outside.

- 
19. Unless prior approval is granted, no one under the age of eighteen (18) is allowed on the exhibit floor/loading dock during move-in and move-out.
  20. Adhesive backed decals & stickers may not be distributed in the Center. Costs associated with the cleanup & related materials are the Licensee's responsibility.
  21. Any equipment with a ceiling needs a smoking detector and fire extinguisher.
  22. Vehicles approved to be inside the building as exhibition need to have ¼ or less in the gas tank. Once the vehicle is established the battery needs to be disconnected and a pumper must be placed under the car due to possible leakages. Insurance may be requested. Contact Event Manager for details.
  23. Furniture at public areas cannot be removed. If approved there will be a charge of \$100.
  24. The PRCC is not responsible for any equipment, materials, etc. stored at the facility.

### **GENERAL FIRE CODE REGULATIONS**

The Center mandates a strict adherence to the NFPA Safety Code. *The decision of the Fire Marshal is final.*

1. Licensees, show management, exhibitors and all other parties comply with all Federal, Commonwealth, Municipal and Center mandated fire codes which apply to public assembly facilities.
2. The following materials are prohibited without written consent of Center: electrical cooking equipment; open flame devices; welding, cutting or brazing equipment; ammunition; radioactive devices; pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents /explosives; flammable cryogenic gases; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment.
3. The Center may request in writing: specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from Licensee, service contractor, exhibitors, etc. and reserves the right to submit such information to the Fire Department for approval.
4. Exterior exhibit hall doors and loading dock doors are not to be propped open. Automatic closing devices are not to be tampered with.
5. A Fire watch is mandatory when smoke and/or hazardous machines are used inside the Center.

### **STORAGE:**

1. Crate storage is prohibited in the Center without the prior written approval of Center Management. Crate storage is the responsibility of the Licensee.
2. Crates stored in interior storage rooms may not be stacked higher than within three (3) feet of sprinkler heads and a ten (10) foot radius must be maintained around all access/egress doors. Crates may not be stored in any occupied hall/room.
3. Exit signage, fire extinguisher, fire alarms, and related fire fighting equipment may not be hidden, obstructed or blocked.
4. All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed.

---

***FLAME TEST:***

1. All bunting, table coverings, drapes, signs, banners and like materials must be flame resistant and are subject to inspection and flame testing by Fire Marshal. Materials that cannot be treated for flame retardancy shall not be used.
2. Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.
3. Compressed flammable gas, helium tanks, flammable or combustible liquids, hazardous chemicals or materials; and Class II or greater laser, blasting agents, and explosives shall be prohibited within exhibit halls.
4. Liquid Propane is not permitted inside the facility except when used as fuel to propel a vehicle into the facility. In this case, the tanks must be removed immediately after placement.
5. Oil cloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.
6. All electrical equipment must conform to the National Electrical Code and be UL approved.

***VEHICLES:***

1. Any vehicle displayed in a show must have the battery cables disconnected. The gas tank must be taped shut or have a lockable gas cap. Place a plastic/pamper under the car to cover any possible leakage. Any damage to our floor or carpet will be at Licensee's expense.
2. Cars placed in the PRCC's carpet needs to have the tires covered in plastic. If not, a carpet or plastic must be placed under the car covering the 4 tires for it not to damage the carpet.
3. At no time during show hours are vehicles to be moved.
4. Any vehicles, material, equipment, etc. in fire lanes or blocking exits, etc. will be removed at Licensee's expense.

***OPEN FLAME DEVICES:***

1. Cooking and /or warming devices shall be isolated from the public. Place the device a minimum of four (4) feet back from the booth, or provide a barrier between the cooking /warming device and public.
2. Individual cooking/warming devices shall not exceed 228" surface area.
3. A minimum of two (2) feet shall be kept between cooking devices.
4. The surface which holds the cooking device shall be of non-combustible material.
5. Combustible materials shall be kept two (2) feet away from cooking device.
6. An extinguisher and lid or an approved automatic extinguishing system shall be required of any booth utilizing cooking or warming devices.

***EXHIBIT AND REGISTRATION FLOOR PLAN APPROVAL***

1. Detailed floor plans are required for exhibit and registration areas and any other special activities located in the exhibit hall, meeting rooms, ballroom or public areas.
2. Prior to the final sale, lease or assignment of any exhibit space, Licensee shall submit six copies of proposed floor plan, drawn to scale, to Center for review and approval from Security.

- 
3. Any necessary changes in proposed floor plan will be forwarded to Licensee by Center, and Licensee must submit revised floor plan.
  4. The proposed floor plan submitted for approval must include the following:
    - a) Show title, contracted dates, draftsman's company name and address, service contractor name and address.
    - b) Booth configurations drawn to scale, including base dimensions, heights and locations.
    - c) Aisle locations and dimensions.
    - d) Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
    - e) All exits & primary entrances.
    - f) All permanent and temporary concession and novelty stands.
    - g) All fire safety devices including extinguisher and alarm stations.
    - h) Dimensions of all service desks including space allocations for service desks operated by Center.
    - i) Dimensions of service contractor storage areas or "bone yards".
    - j) Distinction between pipe and drape and hardwall.
  5. A copy of the final approved floor plan is to be displayed in the Service Contractors service area office.
  6. The decisions of the Fire Marshall are final.

## **LAYOUT AND EXHIBITS SET-UP**

1. Aisle dimensions/ locations are subject to Fire Marshal approval. Aisles must be a minimum of 10' wide.
2. No exhibit booth, registration table or related material may be placed within 20' of main entrance and back/loading dock exits. This space is for the PRCC.
3. Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits or other fixtures.
4. Exhibitor service desks cannot be located in lobbies or pre-function areas.
5. Literature and other items cannot be stored in booth beyond what could be reasonably used in one day. Additional material must be stored in closed containers and kept in a neat and organized manner in a designated storage area.
6. Clear access must be maintained to all Center services (i.e. restrooms, concession stands, utility rooms, etc.)
7. Carpet runners or show carpet installed over Center's permanent carpet is prohibited without the prior written approval of Center.
8. Whenever direct access to a fire extinguisher is blocked, the exhibitor blocking access must be notified of the location of the fire extinguisher, and a temporary sign must be hung above the exhibit indicating the extinguisher's location.

---

## **SECURITY**

1. The Center maintains a twenty-four (24) hour security force responsible for monitoring the facility perimeter, interior public, traffic flow in such areas, and the Center's life safety system. The activities of the security personnel cannot be restricted by activities of the Licensee.
2. Licensee is responsible for event staff labor charges in all areas specifically licensed to Licensee exhibit halls, meeting rooms, public areas utilized by the licensee including lobbies, loading docks, service roads, etc.
3. The Center may require Licensee to provide minimum levels of event staff coverage in any leased space and other areas (i.e. docks, service roads, public access areas, registration areas, etc.). Such coverage will be at Licensee's expense.
4. Any changing or removal of door locks must be approved in writing by the Center and work performed by Center personnel. Licensee will be responsible for the related charges.
5. No doors may be chained or otherwise locked without the written approval of the Center. No doors can be chain locked when area is occupied. All approved chains must be plastic coated and Center in-house security must be presented with keys to all locks.
6. All proposed event staff arrangements are subject to Center approval and must be submitted to the Center at least twenty-one days prior to the event.
7. All service contractors and other event related labor must enter/exit the Center via the designated employee entrance and are to be properly identified.
8. Center's security reserves final rights to admit access of any event personnel to any Center space.
9. Licensee and/or sub-contracted security company is responsible for overseeing any equipment, materials, etc. during move-in, event, and move-out hours (including overnight). This includes all meeting rooms, Ballroom, Exhibit Halls, public, and pre-function (foyer) areas as well.

## **EXHIBIT HALL AND LOADING DOCK REGULATIONS**

1. No vehicles will be allowed in dock areas, exhibit halls, etc. without proper identification.
2. No parking zones, tow away zones and other restricted areas will be strictly enforced. Vehicles will be towed at the owner's expense.
3. Move-in and move-out through the front of the Center is not allowed, it must be done through the loading dock. Move-in and move-out periods must be approved in writing by the Center.
4. Scheduling of dock must be approved by the Center.
5. Individuals exhibiting behavior indicative of intoxication or use of a "mood altering" substance will be expelled from the Center premises.
6. Vehicles are to be operated in a safe and prudent manner. Any actions including speeding, erratic driving, etc. deemed unsafe by the Center are not tolerated. Failure to adhere to Center policies will be grounds for ejection from the premises and suspension of work privileges.
7. No refueling of vehicles is permitted within fifty (50) feet of the Center.
8. At no time may exit doors be blocked or obstructed with freight, equipment, display material, trash.
9. No glass containers are permitted on the exhibit floor, meeting rooms or ballrooms without the prior written approval of the Center.

- 
10. Unless prior approval is granted, no one under the age of sixteen (18) is allowed on the exhibit floor/loading dock during move-in and move-out.
  11. Dock utilization schedules must be submitted to the Center (changes may be required in the proposed schedules to allocate specific space to different events).
  12. Freight deliveries to the Center must be shipped on designated move-in/out days and attention to service contractor. The Center will not accept freight deliveries for Licensee, service contractors, and exhibitors.
  13. The Center will not assume responsibility or liability for freight left on the premises following the conclusion of the move-in/out. Freight left in the Center will be disposed of at Licensee's expense.
  14. Licensee is responsible for informing all parties of Center's freight policies.

## **FOOD AND BEVERAGE**

1. All food, beverages, and concessions are operated and controlled exclusively by the Center's Food & Beverage Department.
2. As per company policy it is not permitted to take any Food and Beverage outside of the Facility.
3. All Food and Beverage prices are subject to change without prior notification.
4. All Food and Beverage requested must be paid before the event date.
5. 10% Late Charge Fee if guarantee increases during 72 working hours prior to the event.
6. The 19% of Service Charge and 7% of Sales tax will be added to the order.
7. Any and all exhibitors offering food or beverage sampling must have approval by the Food and Beverage Department. Upon approval, the exhibitor will then adhere to the following:
  - a) An exhibitor and/or association member must occupy approved booths at all times.
  - b) Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm, and must be directly related to participation in event.
  - c) Food items must be administered and limited to "sampling" or "bite" size portions. Please distribute or fill out authorization request sample Food and Beverage and/or Beverage form located in page 50.
  - d) Beverage items must be distributed in containers no greater than four (4) ounces, and no more than three (3) ounces of product may be distributed per container.
  - e) Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service, etc.) must be purchased from the Center's Food and Beverage Department.
  - f) Restrooms, concession stands, and/or facility kitchens may not be used as clean up areas.
  - g) Space utilized for storage, preparation, etc. of product must be approved in writing by the Center.
  - h) Securing of all necessary licenses, permits, etc. is the responsibility of licensee/exhibitor.
  - i) Costs associated with the disposal of trash, waste, etc. from exhibitor sampling are the responsibility of licensee and/or exhibitor.
  - j) Serving alcohol at booths must be done exclusively by an F&B booth attendant/bartender.
  - k) Exhibitors are not allowed to **sell** any Food and Beverage products at any time during the event.
  - l) Corkage fee applies to beverage brought from outside.

---

*IMPORTANT NOTE:* Alcohol consumption during pregnancy has been determined to be harmful to the fetus and can cause birth defects, low birth weight and Fetal Alcohol Syndrome, which is one of the leading causes of mental retardation. For more information contact your doctor or call 1-800-981-0023.

## **MISCELLANEOUS**

Circumstances and operations not covered in these rules and regulations will be subject to interpretation, stipulations and decisions deemed necessary and appropriate by Center.

Note: Everything must be canalized through the Event Manager.