

RULES AND REGULATIONS

D. EXHIBIT AND REGISTRATION FLOOR PLAN APPROVAL

1. Detailed floor plans are required for all exhibit areas, registration areas, and any other special activities located in the exhibit halls, meeting rooms, ballrooms, or public areas.
2. Licensee shall submit to the Event Manager three (3) copies of the proposed floor plan, as follows:
 - a. Preliminary floor plans must be submitted to the Event Manager at least three (3) months prior to the move-in date. No move-in may begin without written notice of approval of such floor plans by the State Fire Marshal and the Center.
 - b. Each copy of the proposed floor plan shall be no smaller than 18" by 22" with a scale of one foot equals one thirty-second of an inch ($1' = 1/32''$), and clearly state Event title, contracted dates, draftsman's company name and address and service contractor's name and address.
 - c. All floor plans must clearly indicate a minimum of two (2) freight-free aisles per exhibit hall, ballroom, or other exhibit/show area, one running North-South and one running East-West. Freight-free aisles in exhibit halls, ballrooms, or other areas must be designated with signage.
 - d. Floor plans should indicate size and location of all aisles, utility floor ports, exits, entrances, exhibits, general service contractor's booths, food stands or bars, registration areas, information tables, and other displays and fixtures, including, but not limited to, stages, risers, lounge areas, entertainment area, etc. In addition, configurations must be drawn to scale, including base dimensions and heights.
 - e. Floor utility boxes are set on 30-foot centers. We strongly recommend that all floor plans be designed so that each booth has convenient access to these boxes.
 - f. No displays, decorations, materials, or property shall be placed in or on the building, or in the outside vicinity of the building, walls or corridors, without the prior written consent and approval of the Licensor. In addition, all displays, decorations, materials, and property shall be made of flameproof materials and must meet the requirements of the Connecticut State Fire Safety Code. (Upon request, the Licensee must provide the Licensor and the Fire Marshal with a certificate verifying that all materials are flameproof.)
 - g. Management reserves the right to make changes, additions, or deletions to the floor plan, as are deemed necessary for the safe and efficient operation of the Center.
 - h. The Center will submit proposed floor plans to the Fire Department for approval.
 - i. Once the floor plan has been approved, a stamped approved copy will be returned to the Licensee. Any post-approval adjustments to floor plans or obstructions to aisles must be re-submitted for review and approval by the Center and the Fire Marshal.

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- j. The Licensee shall submit five (5) copies of the FINAL floor plan to the Center for review, at least thirty (30) days in advance of the move-in date. Questions related to floor plan revisions should be referred to your Event Manager for review by the Fire Department.
- k. A stamped approved copy of the FINAL floor plan will be returned to the Licensee, at least thirty (30) days prior to the move-in date. A copy of the FINAL approved floor plan, with appropriate scale and signatures, is to be displayed at the Service Contractors' service area or office. The Licensee is required to construct, operate, and maintain the Event according to the FINAL approved plans.