

RULES AND REGULATIONS

B. LICENSEE RULES AND REGULATIONS

1. House lighting, ventilation, heat or air conditioning will be provided, as required during show hours.
2. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official event, show or convention numbers.
3. Damages to the Center are the responsibility of the Licensee. Incidents of damages should be reported to the Event Manager immediately.
4. Licensee is responsible for procuring all necessary licenses and/or permits. The Center will not secure such licenses/permits on behalf of the Licensee.
5. Licensee is responsible for removal of bulk trash prior to opening of the event, show or convention and at the conclusion of move-out. The Licensor will charge the Licensee for any additional trash removal costs due to event operations.
6. All facility utilities are property of the Center; and it is prohibited to access, tamper with, or otherwise utilize said utilities. Costs for repairs, damages, etc, resulting from unauthorized use of utilities will be the responsibility of the Licensee.
7. Banners or signage may not be attached to the exterior of the Center. Banners may be displayed at specific area(s) that have been approved by your Event Manager or Director of Event Services.
8. The Center marquee shall be operated by Center personnel. Management will determine the contents of the message to be displayed and the dates the message will appear. Management will have final approval of all marquee messages.
9. All working personnel will take breaks in the Center's designated area and will be provided specific facilities for restrooms and lunchrooms.
10. Deliveries of hand-carried items will also be made at the security entrance or the designated "show entrance".
11. All event personnel working in the Center must display proper identifying credentials or badge.
12. Restricted areas of the Center labeled "Authorized Personnel Only" are off limits to all persons except those authorized by the Center.
13. Show managers and service contractors are responsible for the conduct of their personnel and subcontractors, and for any damages caused by such personnel, while in the Convention Center. Loud or profane language and disorderly conduct are not permitted at any time. The use of alcoholic beverages and illegal drugs is strictly prohibited.
14. All moveable walls in the Center shall be operated, adjusted, moved and removed by Center personnel only.

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15. Table Top Décor – All candles must be enclosed in glass or metal containers 3” above the flame.
16. You and your service contractor(s) are responsible for the removal of all tape and tape residue from any surface area in the Center’s exhibit halls, ballrooms, meeting rooms and public areas. If you fail to remove tape and / or tape residue, you shall reimburse Licensor for the costs incurred to remove such tape or residue.
17. No empty crate storage will be allowed in any area(s) of the exhibition halls, meeting room(s), concourse area(s), carpeted area(s), etc.
18. You may not sublicense the Center or the area(s) rented other than to your exhibitors and then only in your designated exhibit space. If you sublicense space to exhibitors your exhibitors must abide by all reasonable rules, regulations, guidelines and/or policies issued by the Center.
19. Licensee shall comply with the Center’s no smoking policy.
20. Licensee must provide all of its exhibitors a copy of the Center’s Rules and Regulations for their knowledge.