



The following policies and procedures have been revised to avoid any possible financial penalties and/or unnecessary problems with our valued customers and contractors.

## **FACILITIES & EQUIPMENT RULES AND REGULATIONS**

1. Any alteration or activity that could leave lasting effects or damage in the Center is not allowed.
2. Licensee Service Contractor will do a walk-through inspection with the Building Engineer on the 1<sup>st</sup> move-in day and the last day of move-out for damages. Licensee will be invoiced for any damages incurred during move-in, show, and move-out days.
3. All Center equipment (i.e. forklift, scissor lift, pallet jacks, or any type of carts) is not for loan or use by subcontractors.
4. All operators of forklifts, scissor lifts, boom lifts, genie lifts, or any lifts are required to have all appropriate certifications. Contact the Business Center for details and rentals.
5. All electrical cords should be taped down immediately after placement. See "TAPE" section for approved tape product.
6. Equipment and materials should not be leaned or placed against walls or any painted surfaces. Reasonable distance and care should be maintained at all times.
7. The use of nails, staples, tacks, tape, etc. is prohibited on walls, air-walls, columns and ceilings. Holes may not be drilled, cored, or punched into any surface of the Center. Licensee will be charged for all repair expenses.
8. Escalators and passenger elevators are provided for use by the general public and may not be blocked or used to transport equipment or freight.
9. The function space is to be returned in the same condition as it was received.
10. A Fire watch is mandatory when smoke or fog machines are used inside the Center.
11. Helium balloons are **PROHIBITED** inside the Center. A \$100 fee will be charged for each balloon that has to be taken down from the ceiling.
12. Exterior banners are **PROHIBITED** outside the facility.
13. Entrance Unit and/or Registration counter placement is limited to the actual entrance of show space. No other location can be used without prior written approval of the Operator.
14. Unless prior written approval is granted by the Center, no one under the age of sixteen (16) is allowed on the exhibit floor and/or loading dock during move-in and move-out.
15. The moveable air-walls in the exhibition halls, ballrooms and meeting rooms must be installed and removed by the Center's personnel only.
16. Service Contractors are required to protect carpeted areas with a minimum six (6) mil polyethylene sheeting (reinforced preferred) during move-in and move-out. For heavy objects, temporary carpet or plywood on top of the reinforced polyethylene sheeting must be used to protect the Center's carpet and terrazzo.
17. Dragging or moving of any equipment on or across the terrazzo floor is **PROHIBITED**. Any damages will be billed to Licensee.
18. Any equipment with a ceiling needs a smoking detector and fire extinguisher.