



Exhibiting Policies

Exhibits

The Galt House is the official power supplier for all exhibits. Please see our *Exhibitor Form* for power fees. The form can be sent to all exhibitors to be filled out and returned to the Convention Services/Catering Department at the Galt House.

If using an Exhibit/Decorating Company, please contact your Convention Services Manager and provide them with the company's information.

All exhibits and displays must meet city and fire code regulations and the Galt House Hotel Policy. Posters, banners, or other articles cannot be tacked, taped or fastened to walls, ceilings, or fixtures.

A complete walk through with a member of the Galt House Hotel staff member prior to move in and after move out is required. The walk through will note the policies and procedures as well as seeing to the adherence of all state and Fire Marshall Regulations.

Load in may require carpet protector film, non-marking tires on equipment and weight limits for movement over carpeted areas.

Exhibitors must stay within their allotted space set by the conference. Outside food and beverage is not allowed in the exhibit hall. This includes popcorn machines and bottled water (individually wrapped miniature candies are allowed). If a vehicle will be in the exhibit space, the following guidelines apply:

The client is responsible to place plastic under vehicle. One-Eighth of a tank of gas or less is allowed, and the battery must be disconnected for duration of exhibit.

Aisles need to be clear, open and free of congestion. The hotel reserves the right to modify the floor plan to the extent necessary for the safety of all attendees. No fire exits are to be blocked and must be accessible.

All extra equipment left by an exhibit company or vendor must be taken off property or stored in trucks and placed in our bus lot.

Receiving

The Galt House Hotel Shipping and Receiving Department is located in The Galt House RIVUE Tower. The hours of operation are Monday through Friday 7:30am-4:00pm and Saturday 7:30am-12:00pm. All large freight and pallets are delivered to our Shipping and Receiving dock located on 4th Street.

The UPS Store located on the 2nd Floor of the SUITE Tower accepts all individually shipped boxes. The hours of operation are Monday through Friday 7:00am-7:00pm, Saturday 8:00am-3:00pm, and Sunday 10:00am-2:00pm.

For receiving charges and more information including shipping addresses, please refer to the "Receiving & Shipping" page in our *Banquet Menus*.

Fire Code Policy

- All emergency exit doors in the room, however divided, must remain accessible.
- A walk way of at least 44 inches must be maintained for access to emergency exit doors on any wall. This includes the area behind the stage or curtains
- All egress walkways must be kept clear of wires, setup equipment or anything that would hinder guests' exits from the room or cause a tripping hazard. If wires must be run across a path they need to be covered with cable management systems or at the least a carpet runner.
- Anytime curtains are used as a backdrop they must be setup such that no supporting hardware is in the egress path or exit doorways.
- If curtains are used in front of an exit sign, temporary exit signs must be suspended where they are visible by the room. Or the curtains must be parted so the exit sign is clearly visible and the egress path is obvious.
- If curtains are unable to be parted due to being a backdrop for a podium or something similar then they should be parted at the first available opportunity, giving access to the egress pathway behind the curtain. The curtain part should be marked with a temporary exit sign and the egress path should be obvious.

Failure to adhere to these recommendations could result in the closing of an event and fine from the city fire marshal.

General

The Galt House Hotel is not responsible for any equipment or material which is stored in our meeting facilities. If you need to make arrangements for storage of materials or equipment, contact the Bell Staff.

Please fax Exhibition form found in the Exhibitor Services Kit to:

Kristen Angelo

Convention Services Manager

kangelo@galthotel.com

Fax: 502.568.3470/Direct: 502.561.4026