



## EXHIBIT BOOTH LABOR REQUIREMENTS

**\*\* The following is a guideline. Please contact your Event Coordinator ("EC") or Sales person with the Indiana Convention Center & Lucas Oil Stadium ("ICCLOS") for assistance with your specific event's needs.**

As an exhibitor, you are allowed to set up your **own** exhibit booth, as long as you use your **own** full-time employees ("FTE"). If you require assistance, other than your FTEs, in **transporting** your materials to your booth, you must use labor provided by your event's Pre-Qualified Decorator ("Decorator"). If you require labor to assist with the **set-up/tear-down** of your booth, you must use the labor provided by the event's Decorator. If your event does not have a Decorator, then you must contact your EC from the ICCLOS, who will assist you in placing a labor order.

**MOTORIZED EQUIPMENT:** Motorized equipment (tow motors, lifts, forklifts, etc.), are available for hire through your event's Decorator and/or the ICCLOS. Check with your EC for details.

**UTILITIES:** Placement of utilities (electric, phone, IT, gas, water, drain, etc.) in your booth must be done by ICCLOS personnel. Exhibitors may connect/disconnect their **own** equipment to the ICCLOS-provided utilities. Forms to order utilities should be provided to exhibitors well in advance of the show's move-in by the event's Decorator.

**LIGHTING:** Exhibitors may install/attach their **own** special or theatrical lighting, which is **owned – not rented or leased**, to their **own** booth with their FTEs. If they need special or theatrical lighting from the ICCLOS or wish to bring it in from a vendor, they should contact their EC to discuss whether this is an Electrical or a Stagehand requirement.

**SIGNS/BANNERS:** ICCLOS personnel must hang/attach anything that attaches to any part of the ICCLOS (walls, ceilings, etc.). The utility form to order sign/banner hanging by ICCLOS personnel is normally included in the exhibitor packet provided by the event's Decorator. The exhibitor can hang signs/banners in his/her **own** booth that attaches to the booth itself with their **own** FTEs.

### DOCK RULES:

Most types of gas tanks are not allowed in the ICCLOS. (There are some exceptions, but Fire Marshall guidelines must be followed.) No helium balloons or tanks are permitted in the ICCLOS. Full or empty spare propane tanks may not be stored inside the ICCLOS. Overnight, ALL propane tanks must be stored OUTSIDE Hall G in security cages provided by Decorator. Check with your EC from the ICCLOS if you have any questions regarding this topic.

No gasoline or propane may be stored inside of trucks parked adjacent to the ICCLOS. Any gasoline not stored in a UL approved, fire-rated cabinet must be located, AT ALL TIMES, a minimum of 20' from the building.

No empties (crates or boxes) may be stored on or outside docks. All empties must be placed back on trucks.

No Decorator equipment "bone yards" on docks or swing space unless show has rented the space. If show has rented space for bone yards, a 10' aisle must be kept clear at all times. Speak with your EC about possible need for Fire Watch.

Unloading is restricted to one lane only on the A and B ramps. For ALL DOCKS, there must always be a minimum 10' wide fire lane.

Trailers are to stay within designated dock areas AT ALL TIMES.

Only company-owned, marked Decorator vans/trucks/trailers are allowed in the dock bays. Personally-owned vehicles ("POVs") are not permitted in dock bays, unless pre-arranged through your event's EC.