

EXHIBIT MOVE-IN & MOVE-OUT GUIDELINES

To control and maintain the condition of carpets and walls within the Ballroom and the Exhibit Hall, the following items will be implemented during trade show movement.

- Banquet Manager will walk with show manager, decorator and engineer prior to the move-in and note any damaged areas. Same four persons will walk the hall following the show noting areas of damage.
- All damage attributed to the move-in or move-out of a trade show will be billed back to the decorating company. Charges will consist of Engineering labor, billed at the rate of \$60.00 per hour (with a one (1) hour minimum) plus materials necessary to clean, repair or replace the damage.

In order to eliminate/minimize damage to the Ballrooms and Exhibit Hall areas, the following items must be adhered to:

- Decorator will lay 6 feet wide – visqueen plastic identifying aisles and drawn on approved floor plan. All forklifts moving in and out of the Exhibit area must remain on the visqueen.
- Decorator companies will use forklifts in the ballroom only for heavy equipment shows limiting themselves to person pushed carts for all other shows.
- Aisle carpet is prohibited. Non residue tape must be used for booth carpet.
- All vehicles (forklifts, carts, etc.), dollies and pushcarts are to have the tires or wheels taped at the entrance to the roll-up doors or have dust covers over the wheels.
- All vehicles brought in for display purposes will have less than ¼ tank of fuel, the gas cap will be taped off, battery terminals disconnected, and drip pan.
- Any stationary object, which has the capability of developing a leak or spill, is required to have a drip pan or rubber mat placed beneath it.
- At no time are items to be placed against or attached to any wall without the approval of an Engineering Supervisor or Chief Engineer.
- Risers, when installed, must have rubber footings.
- All heavy equipment is to be properly braced and/or supported.
- Decorator and/or Show Management will be held responsible for damage caused by items left by exhibitors, i.e., paint, ink, oils, etc.
- Decorator and/or Show Management is responsible for removing from the hotel premises all wooden materials, i.e., crates, flats, pallets and all other materials into the Exhibit Area.
- Excessive trash and miscellaneous debris left by the show or exhibit must be cleared out by the Decorator Company and not left for the hotel. A charge will be assessed for clearing of excessive debris.
- All activity associated with the move-in or move-out of a trade show, will take place through the overhead door of the Convention Center only.

Load Limits: 125 pounds per square foot in the Exhibit Hall requires shoring in Parking Levels 1&2 at cost to Show Management.

(2) Security Officers are required for both Move-in and Move-out. (1) Security Officer is responsible for unloading area and (1) Security Officer is responsible for maintaining the integrity of the exhibit area.

The Event Services Department will have final authority in all areas and concerns surrounding the set-up of the Ballrooms and the Exhibit Hall for use during trade shows and other events involving the movement of equipment.