

RIVERS EDGE CONVENTION CENTER EXHIBITOR GUIDELINES

FIRE REGULATIONS

Exhibitors, service contractors and all event promoters must comply with all Federal, State and local fire codes that apply to places of public assembly. Additionally, the rules and regulations listed below shall be vigorously adhered to:

- A. Floor plans for each event must be submitted to the Convention Center management a minimum of thirty (30) days prior to the event for Fire Prevention Department approval. Changes in previously approved floor plan must be resubmitted to Convention Center Management for approval prior to move-in.
- B. EXITS IN ALL AREAS MAY NOT BE BLOCKED OR COVERED.
- C. Fire fighting and emergency equipment should not be blocked or obstructed under any circumstance.
- D. Materials used in the construction of displays must be fire resistant, i.e. draping, table coverings, banners, props, scenery, evergreen trees and shrubs, etc. (It is the exhibitor's responsibility to insure proper safe construction and materials.) All exhibits, displays, etc. are subject to inspection by the Fire Prevention Department.
- E. Exhibitors are responsible for the safe construction and maintenance of their displays, i. e. handrails, steps, walls, etc.
- F. All empty crates and boxes must be stored in area approved and assigned by Convention Center Management and the Fire Prevention Department. Storing empty crates and boxes behind exhibit booths is prohibited.
- G. Written authorization by Convention Center Management and the Fire Prevention Department shall be required for the following:
 - 1. Display and operation of any heater, barbeque, heat producing flame devices, candles, lanterns, torches, etc.
 - 2. Display and operation of any electrical, mechanical or chemical devices which may be deemed hazardous by the Fire Prevention Department.
 - 3. Use or storage of flammable liquids, compressed gases, or dangerous chemicals.

- H. All Liquid Petroleum (LP) gas tanks are to be removed from trailers and mobile homes. No LP tanks, empty or filled, are authorized to be stored in the building. Exhibitors that require LP gas to operate equipment are limited to containers of five (5) pounds maximum capacity. Exhibitors requiring LP gas must obtain expressed permission from Convention Center Management.

- I. Operation of gasoline powered vehicles will be permitted during move-in and move-out periods. Gasoline vehicles may not be operated in the exhibit area during show hours. Gasoline operated vehicles on display must have:
 - 1. Battery cables disconnected;
 - 2. Minimal amount of fuel in tanks;
 - 3. Protective covering under tires;
 - 4. Any vehicle, which drips oil or other staining solutions, may not be operated within the Convention Center without a drip pan or dry absorption powder.

FREIGHT DELIVERIES

The Convention Center does not provide storage and will not accept freight prior to the contracted move-in date. All shipments to be delivered to the Convention Center after the official move-in date shall be to the attention of the show service coordinator. Under NO circumstances will C.O.D. deliveries be accepted by the Convention Center. All equipment and freight brought into the Convention Center are to be delivered and removed at the loading dock area or alternate delivery area designated by management.

PETS

No animals or pets are permitted in the building except as an approved exhibit, activity or performance legitimately requiring the use of animals. Seeing-eye dogs are exempt. Pets, which are approved to be in the building, must be on a leash, within a pen or under similar control at all times. The owner will be fully responsible for his or her pets at all times.