

VII. RULES AND REGULATIONS

RULES & REGULATIONS FOR THE CONVENTION CENTER

1. The use of double-face tape and cloth tape is permitted on concrete floor surfaces only. Poly-ken 105 C tape or approved equal must be used. The removal, and associated costs thereof, of tape and tape residue is the responsibility of the Show Management.
2. Signs, decorations and related materials may not be taped, tacked, stapled, nailed, etc., or affixed in any manner, to painted surfaces, columns, fabrics or decorative walls in the Center.
3. Center permanent signs, banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Center signage.
4. Under no conditions will signs or banners be taped, hung or otherwise attached to the Center's glass curtain wall.
5. Helium balloons are permitted in the Center only when they are securely anchored to exhibits. Balloons may not be given away or sold. If at the conclusion of your event, if one (1) or more balloons used during your function drifted to the ceilings of the Center, you will be charged a fee for their removal. In addition, all containers used to inflate balloons must be securely fastened to a support cart or other stable support. Helium tanks can not be stored overnight inside the building.
6. Adhesive backed decals and stickers may not be distributed in the Center. Costs associated with the removal of decals/stickers are the responsibilities of the Show Management.
7. Movement of portable walls in the Center must be performed by Center personnel only.
8. Use of Center equipment, supplies and other materials is limited to Center personnel only unless approved in writing by the Center.
9. The movement of Center furniture, fixtures and equipment must be performed by Center personnel only.
10. House lighting, ventilation, heat or air conditioning will be provided as required during show hours. (Minimal light and comfort levels will be maintained during move in/out).
11. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.
12. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other movable equipment (i.e. dollies, pallet jacks, etc.) are not permitted in any lobby, pre-function or meeting room.
13. Use of glitter and confetti is not permitted in the Center without the prior written approval of the Center. Costs associated with the cleanup of glitter, confetti and related materials are the Show Management's responsibility.
14. Compressors which are not a fixed part of machines are not permitted.
15. All floor load capacities should be strictly observed.
16. The sale or distribution of novelty merchandise is prohibited without prior written approval of the Center.
16. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by the Center.
17. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
18. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention numbers.

19. Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display, show, etc. **Seeing Eye dogs and hearing assistance dogs are permitted.**
20. The Center maintains an exclusive Food & Beverage Department operated by Ovations. All arrangements for food and beverage should be contracted directly with the Food & Beverage Department.
21. Damages to the Center are the responsibility of Show Management. Incidents of damages should be reported to the Public Safety Department immediately.
22. Show Management is responsible for procuring all necessary licenses and/or permits. The Center will not secure such licenses/permits on behalf of Show Management.
23. Show Management is responsible for removal of bulk trash prior to opening of show. Center will charge Show Management for any additional trash hauls necessary due to event operations. Bulk trash is defined as any material that cannot be readily removed by a standard push broom. Show Management must return the contracted areas to "broom swept" condition. Costs for returning the said areas to this condition are Show Management's responsibility.
24. Show Management must abide by any and all Center labor rules and jurisdictions. Center will provide Show Management labor guidelines when applicable.
25. All facility utilities are the property of the Center. Show Management is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Show Management's responsibility.
26. All working personnel will take breaks in the Center's designated areas and will be provided with specific facilities for restrooms and lunch rooms (when available).
27. No soliciting is permitted in the Center or on Center premises.
28. Any and all unsafe conditions or activities must be terminated immediately upon request. The Center will remove disruptive parties as necessary.
29. The Center provides on an exclusive in-house basis all electrical, utility, security, business services, telecommunications and food and beverage services.
30. Alcoholic beverages may not be brought into the Center without prior written permission. The Center may prohibit the consumption of alcoholic beverages at any time.
31. No dumping of any materials into the floor ports (pockets). Lessee is liable for damages to floor port utilities cause by exhibitors and/or event representatives.
32. For specifics regarding rules governing cooking displays, please contact your Event Manager for specific detailed information.
33. Specialty booths including but not limited to multiple levels, hard walled areas, tent structures exceeding 300 sq. ft. or moving mechanical displays must be submitted to the AC Convention Center for review by the DCA Fire Inspector.
34. The use of fog machines is prohibited within the Center without prior approval. If approved by Center, fog machines must be water based, tested on-site by Center prior to usage.
35. All mulch, pine needles, etc displayed in the AC Convention Center must be treated with flame retardant substance.
36. A 5' buffer must be maintained from airwalls. No storage of any type is permitted behind pipe/drape.
37. New Jersey Fire Code regulations prohibit parking on loading docks, ramps or on the exhibit floor. Vehicles in violation will be towed at the owners' expense.