

# TERMS OF SERVICE

REVISED 2017-09-28

**OREGN**

Oregon  
Convention  
Center



## Oregon Convention Center OCC Terms of Service

### Audio Visual Production

The Oregon Convention Center (OCC) has an extensive list of service offerings to meet every audio visual need for your show. Our professional, in-house Audio Visual Production Department offers full audio visual equipment rental, staging, technical support and event production services.

All exhibitor related audio visual rental equipment includes set and strike. All audio visual equipment needing power requires a minimum of one (1) 120V-5 Amps of electricity. The electrical service will be automatically added when you order this item online.

### **Terms and Conditions: Audio Visual**

1. All material and equipment furnished by the Convention Center for this service order shall remain the property of the OCC and shall be removed only by the convention center staff at the close of the show.
2. Equipment not returned to OCC staff at the close of the event becomes the financial responsibility of the customer and replacement costs will be billed to the customer.
3. Payment must be rendered in full before service is provided.
4. Advance orders shall receive priority service.
5. Equipment prices and service rates are subject to change without notice.
6. The OCC will not provide credit for equipment installed and not used unless notified 72 hours prior to the first move-in day.
7. A minimum of one hour labor up to the full equipment rental cost may be charged for all orders cancelled within 72 hours of the first event day.
8. Claims will not be considered unless filed by the exhibitor prior to close of show.

### Rigging Rules and Regulations

#### **Rigging Defined**

The term “rigging,” as used in this document, refers to the overhead suspension of objects **over 20 lbs.** from any portion of the physical building. All rigging over this definition requires a rigging plot. Floor Plans of all spaces are available through your Event Manager. For rigging of banners and signs please see the “Signage, Banners and Decorations” section.

#### **Contractor Guidelines**

- All rigging plots must be submitted through the Event Manager for review and approval no less than **(30) days prior to the event move-in date.**
- Rigging plots must include weight loads.
- The first review will be at no cost. Each additional review will incur a \$50.00 fee.

- No rigging will be allowed without approval. A rigging inspection fee of \$100.00 may be applied.
- Contractors are expected to abide by all rules and regulations of the OCC. All rigging must be completed with rated, stamped, and approved hardware only.

## Allowed Rigging Points and Load Limits

### EXHIBIT HALLS A/A1/B/C

**T1 Steel Beams:** 4000 lbs. per panel point.

**Open Web Joist:** 500 lbs. at a panel point, between T1 steel. Rigging is allowed from the top or bottom of the open web joist at the panel point **ONLY**. When wrapping around beams, a protective wrap must be used.

### NOT Allowed

- No rigging from **any structure** other than open web joist and T1 beams.
- No bridling allowed from open web joist.
- No live loads on open web joist.

### EXHIBIT HALLS D/E

**T1 Steel Beams:** 2000 lbs. per panel point.

**Open Web Joist:** 1500 lbs. at a panel point, per span between T1 steel. Rigging is allowed from the top or bottom of the open web joist at the panel point **ONLY**. When wrapping around beams, a protective wrap must be used.

### NOT Allowed

- No rigging from **any structure** other than open web joist and T1 beams.
- No bridling allowed from open web joist.
- No live loads on open web joist.

## OREGON BALLROOMS

**Installed points:** To be used for conventional lighting fixtures on T-bars or as cable picks **ONLY**.

**High Steel:** 3000 lbs. per beam

Access to the high steel requires penetrating the ceiling tile and is limited by the soffits and obstructions above the ceiling. Out of basket rigging may be required. See Oregon Ballroom CAD for “no rigging” zones. When wrapping around beams a protective wrap must be used. Repair of damage to insulation, conduit, ceiling tiles and any other structure will be billed back.

### NOT Allowed

- No rigging from any structure other than installed points and high steel.
- No bridling.
- No live loads.

## PORTLAND BALLROOMS

Installed points: 1000 LBS per points.

### NOT Allowed

- No rigging from any structure other than installed points.
- No bridling.
- No live loads.

## MEETING ROOMS AND LOBBIES

There are no weight-bearing points in these areas.

## TRIM HEIGHTS

### Exhibit Halls:

T1 - between 32'-34'

Open Web Joist - between 43'-45'

Light Squares - 30'

### Oregon Ballroom:

Ceiling - 25'

Soffit - 23'

### Portland Ballroom:

Ceiling - 29'

Soffit - 28'

## Signage, Banners and Decorations

- Non-motorized banners, aisle signs, aluminum framed hanging signs and other expo elements do not require a review, provided the point load is under **20 lbs.**
- Elements **over** 20 lbs. require a plot submitted (30) days prior to the event move-in date for approval.
- Any element requiring the use of a chain hoist requires a plot to be submitted.
- Exceptions to the 20 lb. rule may be made for banners hanging directly on a wall with approval of the OCC.
- All expo elements are required to meet the hardware standards set forth in this document. The use of trick-line and other non-rated hardware or non-rated synthetic cordage is prohibited.

### NOT allowed

- No hanging from hot rails in the Exhibit Halls (see Event Manager for locations).
- No hanging from light squares in Exhibit Halls.
- No hanging from lighting fixtures in Ballrooms.

## Telecommunications/Internet/Networking

As the exclusive provider of Telecom and Internet services at the Oregon Convention Center, OCC Telecom provides a complete array of telecommunications services to the

OCC's customers ("Customer"). From basic individual services to complex networking and bandwidth requirements, the OCC will provide for all your communication needs! All services are provided in-house with dedicated onsite technical support and customer service to provide you peace of mind during your event.

### **Telephone Services**

The OCC provides single-line analog or multi-line digital phone services. Speaker and conference phones, long distance access, voice mail and other services may be provided upon request.

### **Internet Services**

With a versatile and robust network, the OCC can provide several Internet connection options to meet your needs and budget. These include shared or dedicated bandwidth, multiple WiFi and wired service levels, LAN infrastructure and complimentary WiFi zones.

Please see the Tech Planner or email [shownet@oregoncc.org](mailto:shownet@oregoncc.org) for more information or custom quotes.

### **Terms of Service: Telecommunications/Internet/Networking**

#### **1. General:**

- a. By using these Telephone/Internet/Networking services, or information available through these services, Customer agrees to be bound by all of the terms and conditions of use as set forth below.
- b. These terms and conditions may be updated from time to time without notice. Continued use of this service will indicate agreement to any such change.
- c. All floor boxes must remain accessible to the OCC technical staff at all times. If any items impede access, the OCC reserves the right to remove those items to gain access.
- d. All Customer equipment must comply with FCC regulations where applicable.
- e. Only the OCC personnel are authorized to modify system wiring or cabling.
- f. The OCC and/or its subcontractors shall not be liable for delays, failures, destruction, or malfunction of equipment and services, or any consequences of the above, caused by, or due to fire, flood, water, the elements, power failure, explosions, civic disturbances, government regulatory requirements, acts of God, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of any third parties, or any other cause except for the sole negligence or willful misconduct of the OCC.
- g. In no event shall the OCC be liable to the Customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such damages include, but are not limited to loss of profits, loss or interruption of business, or other consequential or indirect economic loss.
- h. In the event of any violation of the terms contained herein, the OCC reserves the right to suspend or terminate, either temporarily or permanently, any or all services provided. Customers who violate terms contained herein may

additionally incur criminal and/or civil liability. The OCC may refer violators to civil or criminal authorities for prosecution.

- i. Customer agrees to indemnify and hold the OCC, Metro, the Metropolitan Exposition Recreation Commission and their affiliates, agents, telecommunications providers, service providers, officers, elected officials, employees and agents harmless from any claim, liability, loss, expense or demand, including attorneys' fees, related to a Customer's violation of the terms and conditions or the use of the services and information provided by the OCC.
- j. The services provided are provided by the OCC on an "as is" basis. Neither the OCC nor its partners, providers, or affiliates make any representations or warranties of any kind, express or implied, as to the operation of the service, its contents, or any information made available by or through the services provided.

## **2. Service Orders, Payments & Refunds:**

- a. Payment in full is required before service can be connected.
- b. All information on paper or online order forms must be complete, including acknowledgement of Terms of Service, or processing may be delayed.
- c. By providing an authorized signature on the front of the order form or by clicking on the "Place Order" button on the online order form, customer authorizes the OCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card.
- d. Default placement of services will be applied, rear of booth, center of island booth, front of meeting rooms, unless placement is indicated on service order form or separately sent document.
- e. Full refunds will be granted if requested prior to the event start date. A \$100 charge per telephone line and a \$250 charge per Ethernet/data line cancelled will apply when request for cancellation is made on or after the event start date.  
Exception: Custom/Specially ordered services are non-refundable.
- f. Services installed but not used will not be refunded.
- g. Customer service issues must be reported to the OCC during the event. In order for the OCC to consider a refund, all claims must be filed with the OCC prior to the close of the event.

## **3. Equipment & Service Procedures:**

- a. The OCC is the exclusive telecommunications provider at the OCC. Resale of services and 3rd party providers are prohibited without the OCC's approval.
- b. All material and equipment furnished by the OCC shall remain the property of the OCC. Equipment may not be removed or relocated without the OCC approval or staff assistance.
- c. Lost, stolen or damaged equipment will be charged to the Customer's authorized credit card at prevailing rates.
- d. Wired services will be delivered with one dropped cable and appropriate 4-wire (telephony) or 8-wire (data) modular jack per connection, unless otherwise

specified. WiFi internet access requires a login/username and password, through a web-based portal.

- e. Services are to be ordered by each Customer separately and not shared with other Customers. Customers sharing services purchased by another Customer will be disconnected from service and/or required to place a separate order.

#### **4. Telephone/Fax/CC Machines**

- a. Services will be delivered over a standard RJ-11 jack. Standard analog phone set is available upon request.
- b. All “976,” “900,” and “10-10” dialing is restricted.
- c. Long distance dialing is available upon request. Additional charges may apply.
- d. All devices must dial “9” for an outside line.

#### **5. Internet/Data Services:**

- a. Due to the nature of the internet, the OCC cannot guarantee performance or accessibility beyond our gateway. Traffic is monitored and every effort is made to maintain an acceptable level of performance for all users.
- b. The choice of Internet Service Provider (ISP) is at the sole discretion of the OCC. If the Customer requires a specific 3<sup>rd</sup> party vendor, arrangements must be made 90 days prior to the move in date.
- c. The OCC disclaims all warranties, expressed or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, or any infringement. Furthermore, the OCC does not warrant that use of the service will not be interrupted, available at any time or from any location, secured and error-free. Corrected defects are not warrantable and the service is not guaranteed free of viruses or other harmful components.
- d. Customer is responsible for the proper configuration of their own equipment and software.
- e. Customer is responsible for all services outside of basic Internet connectivity, including e-mail services, ftp services, web services, etc.
- f. At no time shall a client power up any wireless device not provided by the OCC without prior written authorization from the OCC (see **7** and **8** below).
- g. At no time while connected to the OCC network shall the client use/run their own switch, router, DHCP server or any other network equipment without prior written authorization from the OCC.
- h. Any Customer device that is determined to be causing interference with the normal operation of the OCC network must, at the OCC’s request, be immediately disabled or disconnected from the network.

#### **6. Security:**

- a. The OCC does not guarantee the safety or security of equipment, software or proprietary information connected to or carried over services installed by OCC and/or its sub-contractors.
- b. The OCC provides no firewall security or anti-virus protection. Customers are responsible for providing their own firewall security and anti-virus software.
- c. As is consistent with other service providers, the OCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions. Customers whose equipment is known to be the origin of a security breach/intrusion shall be held liable for any damages to equipment, software, or proprietary information, and/or any damages due to network delays, interruption, troubleshooting, and/or repair. Each Customer must take proper security measures to protect their own equipment and software and avoid any such damages.
- d. Internet access is provided without restrictions/blocked ports. Customer agrees to use Internet service only for its lawful, intended purposes. Use of this service for transmission, distribution, retrieval, or storage of any information, data, or other material in violation of any applicable law or regulation is prohibited.
- e. Customer agrees not to use the service to provide false information or to impersonate someone else, or to distribute computer viruses, worms, or any software intended to damage or alter a computer system.
- f. System or network security violations are prohibited, and may subject Customer to criminal and/or civil liability. The OCC will investigate potential security violations, and may notify applicable law enforcement agencies if violations are suspected.
- g. Customer may not attempt to circumvent the authentication procedures or security of any host, network, network component, or account to access data, accounts or systems which Customer is not expressly permitted to access. Customer shall not interfere or attempt to interfere with service to any other user.

**7. WiFi Services:**

- a. The OCC provides various tiered WiFi internet access services and WLAN services.
- b. Complimentary WiFi zones are available in select lobby locations (see lobby signage). Performance levels are not guaranteed and customer service is not provided.
- c. Individual WiFi service plans available facility-wide are shared Internet services and speeds may vary based on overall network/internet activity. Service must be purchased per individual device through an online sign up page available after connecting to the network. Customer service for individual accounts is available at **1 (888) 243-5685**.



- d. The OCC Telecom department is the exclusive Internet Service Provider for the OCC. Unlicensed radio frequency (RF) transmissions are inherently vulnerable to interference from other devices that transmit similar RF signals or that operate within the same frequency spectrum. The OCC cannot guarantee that interference will not occur. A concerted effort will be made to provide “clean air” and identify unauthorized devices that may interfere with the performance of OCC’s infrastructure and services provided to its Customers. The removal will be requested of any such identified device that is known to be on the premises and causing such interference.

## 8. The OCC Wireless Device Policy:

- a. Where Internet access **is** required.
  - i. Wired shared Internet connections will be charged per device with Internet access. Basic OCC material & labor is included in price. Upon authorization, Customer may use own cables, switch or non-wireless router to connect other devices, however access for those devices will still require payment.
  - ii. Wireless services provided by a common carrier, for example 3G/4G, are allowed, as they pertain to a one-to-one connection between a wireless device and the carrier point of access.
  - iii. The use of MiFi devices, EVDO routers or other devices, for the purpose of providing Internet access to multiple end users violates the OCC policy and is prohibited.
  - iv. The use of MiFi devices or WiFi access points (AP) to produce a WiFi signal which originates from within the OCC may interfere with the operation of existing OCC networks, and is prohibited without prior authorization from the OCC Telecom department.
  - v. When WiFi enabled devices are unable to use a direct Internet connection and must communicate with a local server, the use of a WiFi AP may be authorized under the following conditions:
  - vi. WiFi AP must be manageable as such, that power levels may be adjusted and network/SSID broadcasts may be disabled.
  - vii. When local server/router is connected to Internet, denial of Internet access to connected WiFi enabled devices must be demonstrated to avoid charges for additional devices.
- b. Where Internet access **is not** required:
  - I. A wired local area network (LAN) may be created within a single booth without authorization from the OCC.
  - II. A LAN extending beyond a single booth, or between multiple booths, must be authorized by the OCC, and may require the use of OCC infrastructure. Charges may apply.
  - III. LAN creation using a WiFi AP, for example for use by tablets, phones, etc., must be authorized by the OCC. Authorization will require that

hardware is manageable as such, that power levels may be adjusted and network/SSID broadcasts may be disabled.

## **Electrical Services**

The Oregon Convention Center is the exclusive electrical provider in the facility. Our electricians are licensed and located onsite for technical support and customer service during your event.

### **Standard Electrical Services**

- 120V Single Phase
  - 208V Single Phase
  - 208V Three Phase
  - 480V Single Phase
  - 480V Three Phase
- 
- Electrical service consists of one (1) outlet per order.
  - Electrical service is installed at the rear of the booth.
  - There is a minimum labor charge of one (1) hour for installation and half (1/2) hour for removal if you require 120V electrical outlets set in specific locations. This charge covers up to (6) six specific outlet locations. Please submit a detailed floor plan of your booth space with dimensions indicating outlet type and location by email to: [servicedesk@oregoncc.org](mailto:servicedesk@oregoncc.org)
  - There is a minimum labor charge of one (1) hour for installation and half (1/2) hour for removal of all 208V/480V electrical services.
  - All exhibitor related audio visual equipment rentals that are powered require a minimum of one (1) 120V-5 Amps of electricity. The electrical service will be automatically added to your order when ordered online.
  - 24-hour service is double the standard rate.
  - Contact the OCC Electrical Department at 503-235-7578 for service needs above 30 Amps or for services not listed on the exhibitor order form.

### **Electrical Labor**

- Labor is charged in one hour increments with a minimum charge of one (1) hour.
- Labor is charged for installation of tails, hard wiring of equipment or installing power in a specific location.

### **Terms and Conditions: Electrical**

1. All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state and local safety codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Claims will not be considered unless filed by the exhibitor prior to close of show.

4. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under **NO** circumstances shall anyone other than Oregon Convention Center electricians make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, service, preparatory work and operation may be executed without an OCC electrician, however all service connections and overload protection to such equipment must be made by OCC electricians only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc., required.
8. All material and equipment furnished the Convention Center for this service order shall remain the property of the OCC and shall be removed **ONLY** by the Convention Center at the close of the show.
9. Unless otherwise directed, Convention Center electricians are authorized to cut floor coverings to permit installation of service.
10. All exhibitors' 120 Volt cords must be a minimum 14 gauge 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
11. Electrical power for lights and displays will be turned on one (1) hour prior to show opening time and off one (1) hour after show closing on show days. Exceptions must be arranged.
12. The OCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
13. Rates quoted for all connections cover one service to the booth in the most convenient manner but do not include connecting equipment or wiring.
14. Credit will not be given for services installed and not used unless notified 72 hours prior to the first event day.
15. Payment in full must be rendered prior to service connection.
16. Prices are based upon current wage rates and are subject to change without notice.
17. Advance orders shall receive priority service.
18. Obstructions blocking utility floor boxes are subject to relocation as necessary.
19. Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.

### **Air, Water & Gas Services**

The Oregon Convention Center provides exclusive engineering needs throughout the facility. Our facility engineers are licensed and located onsite for technical support and customer service support during your event.

**Air:** 90-100 PSI, 24 CFM

**Water:** 55-65 PSI

**Natural Gas:** 2.0 PSI Non-Regulated / .75 PSI Regulated

**Connection Information:**

- Exhibitors must furnish necessary fittings to connect equipment.
- Compressed air connection is a ½” female quick disconnect.
- Water connection is a male GHT thread.
- Natural gas connection is a male ¾” NPTM thread.

**Terms and Conditions: Air, Water and Gas Services**

1. Services will be installed at the rear of the booth.
2. All equipment must comply with the City of Portland building code, all federal, state and local safety codes.
3. Claims will not be considered unless filed by the exhibitor prior to close of show.
4. All material and equipment furnished by the Oregon Convention Center for this service order shall remain the property of the OCC and shall be removed ONLY by the OCC staff at the close of the show.
5. The OCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
6. Air and water service pressure may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
7. Unless otherwise directed, OCC engineers are authorized to cut floor coverings to permit installation of service.
8. Rates quoted for all connections only cover bringing the services to the booth in the most convenient manner and do not include connecting equipment.
9. Credit will not be given for services installed and not used unless notified 72 hours prior to the first event day.
10. Payment in full must be rendered prior to service connection.
11. Advance orders shall receive priority service.
12. Obstructions blocking utility floor boxes are subject to relocation as necessary.
13. Internet ordering is available up to three (3) days prior to event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.

**Booth Cleaning and Porter Service**

The Oregon Convention Center facility operations department provides exclusive booth cleaning services. All booth cleaning services should be ordered through the OCC operations department or online. Third-party decorators/contractors are not permitted to provide cleaning services.

For booth orders over 400 square feet, please call the operations department at (503) 235-7578 for a quote.

**Terms and Conditions: Booth Cleaning/Porter Service**

1. Service is based on either a daily or hourly rate.
2. Advance orders receive priority service.
3. Claims will not be considered unless filed by the exhibitor prior to close of show.

4. All material and equipment furnished by the Convention Center for this service order shall remain the property of the OCC and shall be removed ONLY by the Convention Center at the close of the show.
5. The Convention Center will not issue credit for services already completed.
6. Payment in full must be rendered prior to service.
7. Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the move-in day. Payment must accompany order for advance rate to apply.

### **Animals**

The Convention Center does not allow animals or pets in the facility OCC except as an approved exhibit, activity or performance legitimately requiring the use of animals. The request for approval for such animals to be on the premises must be received in writing in advance and be approved by the OCC Executive Director or designee.

The Convention Center complies with all ADA standards, and uses the ADA definition of a service animal: *Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.*

### **Balloons**

No helium or lighter-than-air filled balloons are permitted in the facility.

### **Exhibitor Storage**

The OCC has limited storage space; therefore the facility cannot receive goods prior to move-in or store them past the contracted move-out time. Any goods arriving prior to the authorized move-in times will be refused and required to return at the scheduled move-in time.

Show Management is responsible for the arrangements and related costs for offsite storage before, during and following the license period as outlined in the License Agreement.

### **Food & Beverage Sampling**

1. Food sampling will be permitted by those exhibitors whose products/business they represent are being sampled.
2. Exhibitors wishing to give away food and beverages from their booth, who do not qualify for sampling must purchase such give-away food and beverage items from the OCC's exclusive food and beverage contractor.
3. Food sampling will be bite sized portions (the size used in grocery store samples). Anything larger must be pre-approved by the OCC Executive Director. Any exhibitor distributing samples that do not meet OCC sampling policy may be asked to discontinue sampling from their booth.
4. All non-alcoholic beverage samples must be in 2 to 3.5 oz. containers (see - Alcohol Authorization Form for sampling of alcoholic beverages).
5. The selling of products is only allowed for off-premise consumption. Products must

be factory sealed to discourage on premise consumption.

6. It is the responsibility of the Licensee, distributor or exhibitor to acquire all necessary permits and licenses if required for such sampling. Multnomah County Health Department, Environmental Health, 3653 SE 34<sup>th</sup> Avenue Portland, Oregon, 97202. All exhibitors are expected to carry such permits if required while on-site and may be subject to inspection of such permits by the Multnomah County Health Department.
7. If required by the Multnomah County Health Department sanitizing/hand washing stations will be the responsibility of the licensee to provide for exhibitors sampling food products.

### **Fire Marshall's Rules**

1. All decorative materials must be flame proofed or of a type acceptable to the Fire Marshal's Office. Use of bark dust, mulch, chips or hay, etc., is not allowed unless preapproved by the Fire Marshal's office.
2. No flammable gasses, liquids or solids, are allowed in any building, enclosed tent or structure. Two (2) 16.4 oz. bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.
3. Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshall's Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, you must also have a fire extinguisher.
4. Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.
5. All natural gas lines used to run a fireplace etc. must have a shut-off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut-off valves to the appliances and to the building as well.
6. Portable space heaters are not allowed unless approved by the Fire Marshal's Office.
7. Displaying of vehicles requires vehicles to have 1/4 tank or less of fuel in the tank; gas cap must be either locked or taped in place; and battery cables taped or batteries removed.
8. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.
9. All exhibitors are to keep all their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.
10. Empty cardboard boxes are not to be stored within booths overnight.
11. The exhibitor must relocated obstructions that block utility floor boxes upon request.

*Revised 11/16/2016*