

## **Charleston Area Convention Center Exhibitor Guidelines**

Please read the following information carefully as each Convention Center operates slightly different.

Load-In and Load-Out should always occur at the Loading Dock area – located at the rear of the Exhibit Hall (off Montague Avenue). Front-of-house entrances' being used for Load-In or Load - Out is strictly prohibited.

Parking for exhibitors will depend on other events on campus and whether parking was bought out for the event or not. If there are other events taking place during load-in and the parking lots are locked down, exhibitors may park in lot G once they have unloaded (across Emmett I. Davis Jr. Ave on Firestone Road next to the Residence Inn). If there are no events happening on campus, exhibitors may park in Lot E after they have unloaded. If the parking lot is bought out for the event, exhibitors are permitted to park in Lot E with Show Management's approval. We ask that exhibitors park near the rear of Lot E so the guests have parking up front.

The Exhibit Halls do not have a shipping and receiving department. Due to our event schedule, the facility is unable to accept any deliveries before load-in day. We urge exhibitors to ship through their decorator to avoid any complications with shipments arriving on property. If your show does not have a decorator or you choose to not use them for shipping, the building and its staff are not responsible for any missing packages, freight, etc.

The facility does not provide carts. Please check with the decorator in advance for availability and pricing.

The use of gasoline-powered vehicles or equipment is strictly prohibited inside the Center.

Aisle space must be kept at a minimum of 10' at all times. Any obstructions or non-compliant spaces will be removed or altered to meet standards, or will be agreed upon with the Fire Marshall. This must be addressed 2 weeks prior to event move in and gain approval by the Event Coordinator.

Licensee and/or Contractor must adhere to a 10 - 15 foot clearance from all fire doors. Licensee and/or Contractor may not, or permit exhibitors to, obstruct or obscure visibility from show floor to any marked Fire Exit, Hose/Extinguisher Cabinet, or Pull Station.

Centerplate Catering must approve of any food/beverage sample service that takes place within the Exhibit Halls. The Vendor must provide and turn in a Hold Harmless form to be approved by Centerplate 30 days prior to the event. Selling of food/beverage is strictly prohibited.

Water and ice can be provided at an additional expense.

Utilities / Services not purchased at least 2 weeks prior to load-in day will be subject to the standard rate – no exceptions.

The use of helium is allowed inside the Convention Center. There will be a charge for removal if all helium devices (balloons, etc) are not removed by the Client.

Covered tents cannot be larger than 10x10. If multiple vendors have tent displays, they must be 12 feet apart within the Exhibit Hall.

Smoking is not permitted inside any portion of the Facilities at any time. Smoking is restricted to outside the buildings only.

Cotton batting (whether natural, artificial or manufactured), straw, dry vines, leaves, hay, pine needles and sawdust are prohibited unless treated to be fire retardant. The Fire Marshal may require proof that the materials used are fire resistant or have been treated to be fire resistant. All draperies, drops, curtains, and table coverings used are to be noncombustible, inherently flame resistant, or treated and maintained fire resistant.

Vehicles on display must comply with the following regulations:

- a. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 38 L (10 gal) of fuel, whichever is less.
- b. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.
- c. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- d. Fueling or defueling of vehicles shall be prohibited.
- e. Vehicles shall not be moved during exhibit hours.

It is the responsibility of the Licensee and/or Contractor to clean bulk trash from the show areas. All materials should be disposed of in the correct container located in the loading dock area.