



## Appendix A

# Exhibitor Rules and Regulations

The following regulations will be enforced during events held at the Connecticut Convention Center. Any labor or material costs incurred by the Connecticut Convention Center for violation of these regulations will be billed to Show Management or to the appropriate party.

### Building Work Rules

- Exhibitors may load/unload uncrated materials from personal vehicles not exceeding 14-feet in length (bumper-to-bumper).
- Exhibitors may use up to three (3) of their own employees to move-in, unpack, erect, assemble, dismantle, repack, move-out and reload their own exhibits and displays. In the event more than three (3) employees are needed for the purposes stated above, the requisite labor necessary to complete the aforementioned duties, in addition to those employees up to a maximum of three (3) provided by the Exhibitor, must be arranged by the General Services Contractor.
- The use by Exhibitors of mechanized or hydraulic material moving equipment such as pallet jacks, rider jacks, forklifts and scissors-lifts is prohibited. In the event the use of such equipment is required by an Exhibitor, the services of a forklift operator must be arranged by the General Services Contractor.
- The use by Exhibitors of non-mechanized and non-hydraulic material moving equipment such as carts, dollies, luggage carriers and hand-trucks is permitted. The Connecticut Convention Center does not provide this equipment to Exhibitors.
- The use by Exhibitors of hand-held power tools and step-ladders to erect and dismantle their exhibits and displays is permitted, subject to the safety policies and regulations of the Connecticut Convention Center.

### General Exhibitor Rules and Regulations

1. All Exhibitors are subject to the Fire Marshal Regulations of the State of Connecticut.
2. Exhibitors may only access the loading dock during the move-in/move-out hours designated by Show Management. No Exhibitor or Vendor will be allowed access to the loading dock prior to the official start time for load in and end time of the event for load out.
3. Exhibitors will have up to 20 minutes to load/unload vehicles and are then required to immediately remove their vehicles from the loading dock area. All vehicles entering or exiting the loading dock are subject to inspection. All vehicles entering and exiting the loading dock areas agree to follow the direction of the logistics coordination on the loading dock.
4. There is no event or overnight parking permitted on the loading dock. Unauthorized vehicles will be towed at the vehicle owner's expense.
5. Exhibitors may only access the loading dock during designated move-in and move-out times. Access to these areas at any other time is prohibited.
6. Exhibitors must have their event credentials visible at all times. Exhibitors without their badges or show identification will not be permitted on the show floor.
7. All freight and exhibit materials must be moved in and out through overhead doors. Use of pedestrian doors for this purpose is strictly prohibited.

## General Exhibitor Rules and Regulations (Continued)

8. When moving crates or pallets into a carpeted area, plastic or a protective floor covering must be used to cover the carpet. When moving vehicles onto a carpeted area, plastic or plywood must be used to cover the entire route over the carpet. Vehicle wheels must be non-marking or tape must be placed over the black wheels. NO BLACK WHEELS are permitted in carpeted areas.
9. All signage, displays, etc. must be hung from structural steel ONLY by the Convention Center's contracted labor or the show's approved General Services Contractor. Hanging these items from any other surface or fixture is strictly prohibited. Items found hanging on these prohibited structures will be removed at owner's expense.
10. The fire extinguisher boxes located on each of the Exhibit Hall support columns MUST remain fully accessible at all times.
11. Adhesive backed (stick-on) decals, advertisements, or similar items may not be distributed or used at the Convention Center.
12. Holes may not be drilled, cored or punched in any surface of the Convention Center facility.
13. Decorations, signs, banners, etc. may not be taped, nailed, stapled or otherwise fastened to the ceilings, walls, doors, painted surfaces, or columns of the Convention Center.
14. The use of staples to apply skirting to Convention Center tables is strictly prohibited.
15. Helium inflatables such as balloons are not permitted at the Convention Center.
16. Popcorn and popcorn making machines are not permitted at the Convention Center.
17. Exhibitors, Show Management or their Contract Representatives must remove all carpet or floor marking tape immediately following the event.
18. Passenger elevators and escalators may not be used for transporting freight from level to level.
19. Golf carts, forklifts, or any other motorized vehicles are not permitted in carpeted areas or lobbies without prior written approval from Convention Center Management.
20. Food and beverage may only be distributed in 2 oz. sample sizes by an Event Sponsoring Organization or by its exhibitors, and even then only with prior written approval from Convention Center Management.
21. Food products distributed by exhibitors must be obtained through the Convention Center's Catering Department.
22. Exhibitors distributing food products must comply with City Health Codes and be self sufficient. There is NO ACCESS to the Convention Center's kitchen and/or to its food-service or food-preparation equipment.
23. Outside food and beverage is not allowed inside the Convention Center on event days.
24. The Convention Center is a non-smoking facility. Smoking is not allowed inside the Exhibit Hall or on the loading dock.
25. Children under the age of sixteen (16) years are not permitted on the loading dock or inside the Exhibit Hall during scheduled move-in, set-up, breakdown and move-out of an event.
26. During move-out, all Exhibitors must fully breakdown their booth/display before accessing the loading dock with their vehicles. Vehicle staging on the loading dock is for active loading and unloading only.
27. The Speed Limit on the loading dock is 5 Miles Per Hour.

**Please direct all questions regarding Exhibitor electric, telecommunications, booth cleaning and other Exhibitor needs to Exhibitor Services at 860-728-2640. An on-site Exhibitor Services representative will be available for questions.**

**All arrangements for temporary labor utilized by an Exhibitor must be made directly through the General Services Contractor.**