

Columbia Expo Center – RULES AND REGULATIONS

The management of the Holiday Inn Executive Center and the Columbia Expo Center requests your attention and cooperation to the following Rules and Regulations which have been adopted for the mutual benefit of all Employees and Exhibitors. Charges for infractions of these rules resulting in damage will be assessed to the Exhibitor.

EXHIBITOR LOAD-IN: ALL Exhibitors will load-in booth equipment through the loading dock door located on the Northeast corner of the building. The dock can be accessed from Knipp Street. Use of the doors will not be permitted unless approved in advance by management.

HEIGHT AND ARRANGEMENT OF EXHIBITS: The maximum height of displays shall not exceed nine feet unless otherwise approved by the Columbia Expo Center. All Exhibits must be free standing. **NO SUPPORTING WIRES FROM THE CEILING PIPES OR DUCTS WILL BE PERMITTED.**

EXPO CENTER FACILITIES AND EQUIPMENT: Exhibitors and their employees will not be permitted to use or otherwise handle any Columbia Expo Center equipment in a manner that will in any way injure, mar, or deface any part of the building.

TABLES, CHAIRS, BOOTH PARTITIONS: are not to be moved or otherwise handled except by authorization of your show management. No tacks, nails or staples are permitted to be used on this equipment, or the equipment otherwise used beyond its intended purpose unless approved by the Columbia Expo Center Management.

LIGHTING FIXTURES: Overhead lighting necessary to supplement the general lighting may be used provided it is attached and connected in accordance with Columbia Expo Center instructions and charged accordingly.

ELECTRICAL AND MECHANICAL SERVICES shall be connected by authorized and qualified personnel and at the instructions of the Expo Center and charged accordingly.

DISPLAY EQUIPMENT ASSEMBLY: Expo Center personnel are not permitted to assemble or otherwise handle exhibitor equipment except to move to and from booth space where specified in contract with show management.

AISLES AND EXITS so designated by show layouts shall in no way be obstructed.

FLOOR AND FLOOR COVERINGS: Cartons, crates and equipment are not permitted to be moved over floor Area except with the use of wheeled equipment. Floor coverings for individual booth space are allowed. However, it shall not be responsible for the removal of tape residue marks on the show floor/or Expo Center Equipment. Columbia Expo Center employees do not vacuum carpeted areas. **DAMAGE TO THE EXPO FLOOR RESULTING FROM DRAGGING EQUIPMENT OR EXHIBIT MATERIALS WILL BE ASSESSED TO THE EXHIBITOR. ALL CARPET TAPE MUST BE APPROVED BY EXPO MANAGEMENT.**

PARKING: All Exhibitors and Visitors to the Columbia Expo Center must abide by posted regulation signs.

TRUCKS OR VEHICLES will not be allowed inside the exhibit hall at any time unless approved by Columbia Expo Center Management.

MISCELLANEOUS RULES: No Exhibitor shall do or permit anything to be done in said premises, or bring or keep anything therein, which will in any way increase the rate of fire insurance on said building, or no property kept therein, or obstruct or interfere with the rights of other Exhibitors, or in any way injure or annoy them, or conflict with the laws relating to fire, or with regulations of the fire department, or with any insurance policy on said building or any part thereof, or conflict with any of the rules or ordinances of the Board of Health of Columbia, Missouri.

The parking lot, entrance, halls, passages, ramps, elevators, and stairways shall not be obstructed by Exhibitor or used by him for any other purpose than for ingress and egress.

The Management reserves the right to make such other and further reasonable rules and regulations as in its judgement may from time to time be needful for the safety, care, and cleanliness of the premises, and for the preservation of good order therein.