

# SHARONVILLE CONVENTION CENTER

## IMPORTANT NOTICE

TO ALL TRADE SHOW, EXHIBITION AND PUBLIC EVENT MANAGERS

### PLEASE DISTRIBUTE A COPY TO EACH EXHIBITOR.

1. Exhibits may not be placed in any of the lobbies unless the promoter has contracted for the entire Convention Center for the duration of the event. Exceptions may only be made with written permission by the Convention Center management.
2. No displays, carts or dollies of any kind may enter or exit through the main entrance of the Convention Center. Exhibitors must use the loading dock in the rear of the building only.
3. The Convention Center does not provide storage space for exhibits prior to or after events. If your exhibit cannot be shipped in on the designated set up day, please contact your show decorator or our in-house provider for storage and drayage services. Exhibits and other materials not removed from the Convention Center by the end of the move out period will be sent to the show decorator or a local storage facility. Labor, shipping and storage fees will be charged at the prevailing rates.
4. Exhibitors may obtain utilities and labor services only through the use of our "Service Order Form". These forms can be obtained from the Convention Center office and should be distributed by you or your decorator. The exhibitors should have these forms in their possession in advance to allow adequate time for their return by at least one week prior to the move in date.
5. The Convention Center does not provide tables, chairs, linens, carpeting or other furnishings for inside exhibit booths. These items are provided by your show decorator.
6. The Convention Center does not provide complimentary extension cords for exhibits. Extension cords may be rented from the Convention Center office, upon availability.
7. Exhibitors may not affix signs or banners to the walls, unless permission has been granted by the Director of the Convention Center. Peel-off labels, decals, etc. are prohibited. Generally, only masking tape is permitted on the walls, and gaffer's tape on the carpeted floors. Banners may be hung from the ceilings by Convention Center staff only and at the prevailing labor rates. (See Service Order Form.)
8. Exhibitors using heating devices must have a fire extinguisher in their booth.
9. Exhibitor vehicles must be parked in marked stalls or in a designated lot after they are unloaded.
10. Unloaded vehicles must be immediately removed from the loading dock. The dock must remain clear for other exhibitors to have access, as well as for normal daily deliveries to the Convention Center.
11. Parking on the drive up ramp to the exhibition hall is prohibited. This ramp is for vehicle driving access into and out of the building only.
12. The Sharonville Convention Center is a non-smoking facility. Smoking in any part of the building, including on the dock, is strictly prohibited. Should an exhibitor wish to smoke, he /she must exit and enter through the main entrance of the Convention Center. They may not use the loading dock exit for this purpose.

It is the responsibility of the show manager to enforce these policies. By implementing these policies, it is our intention to provide a safe, well kept and efficiently run facility. We feel this will contribute to making the event successful for your exhibitors and enjoyable for your guests.

**ATTENTION SHOW MANAGER:** To confirm that you have read this notice and will distribute a copy to your exhibitors, please sign this original and return it with your contract.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_