



## EXHIBITOR REGULATIONS

### **Animals**

**Service Animals:** ADA service animals are the only animals permitted in the Center. The ADA defines service animals as animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.

**Approved Animals:** For non-service animals, a written request must be presented to the General Manager or designee by no later than 30 days prior to the event. When any approved display includes pens or enclosures containing live animals, the following minimal provisions must be made:

- A protective coating such as plastic or visqueen must be used to protect all floors and equipment. Plastic floor covering is available for rent through Gateway Center.
- Absorbent (i.e. saw dust or fire retardant wood shavings) must be placed within the pens.
- Curbing or bike rack must be provided to contain animals.
- Animals must be supervised at all times.
- Provide clean up and proper disposal of absorbents and waste.

Lessee will adhere to all other safety measures as required by Gateway Center. Animals are not permitted within 50 ft. of any food prep or service area, unless they are ADA service animals. Licensee is responsible for ensuring that any approved use of animals within the Center is also in adherence to any and all applicable local, state and federal laws.

### **Audio Visual**

Gateway Center has partnered with Audio Solutions and Gateway Productions as our in-house full production company. Please notify your Event Manager of any production needs you may have, such as audio, lighting, cameras, and stage design. An AV pricing sheet is available upon request for simple packages. An AV representative is always available to explore options for special requests. "Audio Solutions understands that it isn't your job to be an AV expert, it's ours!"

### **Banners**

No banners may be hung from the ceiling without approval of the Gateway Center Management. Any lessee that wishes to hang banners from the ceiling must give advanced notice. Banners longer than 10 feet and heavier than 20 pounds may require motors and trusses to hang. Our in-house rigging experts will be responsible for determining the recommended method of safely hanging the banner as well as determining any applicable fees.

### **Decorations and Signs**

Decorations, signs, banners, and streamers shall not be attached, taped, nailed, pinned or otherwise fastened to any ceiling, drapery, painted surface or wall of Gateway Center. Any costs incurred by the Gateway Center from the use of, removal of, will be billed for accordingly. If you find the need to hang a sign or banner, please contact your Event Manager and we will hang it for you.

### **Equipment**

Exhibitor Work Order Forms are available upon request for all show promoters. Gateway Center equipment, i.e. extension cords, microphone cords, spotlights, etc. are not to be removed by the Lessee, exhibitors, attendees or contractors. All equipment is subject to availability. The Lessee will be charged equipment fees at prevailing rates. Equipment pricing is subject to change. ALL EXHIBITOR WORK ORDER FORMS MUST BE POSTMARKED 14 DAYS PRIOR TO MOVE-IN TO RECEIVE ADVANCE RATES.

**Exhibitor Items Left On Premise**

Any property brought upon the premises by an exhibitor shall be at the sole risk of the exhibitor and shall be removed from the premises upon conclusion of an event. Gateway Center Management shall have the right to remove from the building all remaining effects left after the date and/or specified time for move-out at the cost of the exhibitor and to store the same at exhibitor's cost and risk. Storage is subject to availability.

**Fire Regulations**

All exhibitors, service contractors, and all event promoters must comply with all federal, state and local fire codes which apply to places of public assembly. All exhibitor material must be flame proof. Gasoline, propane or other flammable items are prohibited. Open flame is not permitted in the building. Candles are allowed as long as they are within glass protection and the flame is not exposed. If an exhibit prevents a fire from being put out by an overhead sprinkler, such as an indoor pop up tent, then a fire extinguisher will be required. Vendors are responsible for supplying their own fire extinguishers.

**Food and Beverage**

**1) No Outside Food & Beverage Policy:** No food and beverage shall be brought onto Gateway Center premises except through Gateway Center's exclusive concessionaire. Any food and beverage items not approved by Center Management will be removed from the premises. Arrangements for catering must be coordinated and contracted through Ovations Food Services, Gateway Center's exclusive in-house catering provider.

**2) Food/Beverage Product Sampling:** Gateway Center stipulates that food and beverage samples are no more than 4 oz for liquid and 2 oz for dry goods. Larger samples are not allowed to be given away or otherwise distributed without prior written consent of Gateway Center Management. Permission to distribute or dispense, without charge, samples of food, soft drinks, refreshments, sundries related to the trade show, etc. shall be arranged in advance and be clearly stated and identified in the Lease Agreement. An Exhibitor Sample Form must be obtained from Ovations and submitted to Ovations GM for approval. Gateway Center's exclusive food and beverage contractor, Ovations Food Services, reserves the right to regulate the size and type of samples. Refrigeration and Freezer space, as well as other storage facilities must be prearranged with the Catering Company. Charges for storage will be assessed to the Lessee and/or exhibitor. Sample distribution must be limited to the exhibitor's booth area only. It is unlawful to distribute samples of alcoholic beverages of any kind. **POPCORN IS NOT ALLOWED UNLESS PURCHASED THROUGH OVATIONS FOOD SERVICES.** Sampling is available for public exhibit shows only. It is not to be a substitute for a catered order.

**3) Concession Stands (Exhibit Halls and Lobby Areas):** Gateway Center reserves the right to determine the locations and hours of operations of all concession points of sale and utilize reasonable space for these points of sale. Arrangements for concessions must be coordinated and contracted through Ovations Food Services.

**4) Exhibitor Sale of Food and Beverages:** Any exhibitor selling a consumable food or beverage item during said trade/consumer show will be subject to sub-contractor fees payable to Ovations Food Services. Prior to show move-in, all forms must be completed and approved by Ovations Food Services.

**Freight/Exhibitor Materials**

**Freight:** Freight will ONLY be accepted one day prior to the designated move-in day(s). The Center will not accept any C.O.D. deliveries. For cases involving an outside decorating company, freight must be shipped to the service contractor and delivered to the Center during the designated move-in period. All materials must be removed during designated move-out hours. Under no circumstance will materials be permitted to be left in the building until a later date. All freight should be clearly marked with the official name of the event as well as the contact person and should be delivered to Dock D. A storage fee will be charged for shipments accepted prior to move-in day. Storage is subject to availability. Gateway Center does not provide outbound shipment arrangements; therefore, Center users are responsible for making these arrangements and should do so in advance of the event.

**Shipments - Excluding Exhibit Materials:** Registration and meeting materials will be accepted (5) days in advance of a meeting. All shipments should be clearly marked with the official name of the event as well as the contact person and should be delivered to Dock D. Prior to arranging the shipment of materials, an Event Manager must be notified in advance of the Lessee's plans to store materials on premise.

### **Forklift Operation**

All forklifts must be electric and equipped with white, non-skid tires. Gateway Center provides certified operators for all in-house lift equipment. Outside operators must use their own lift equipment and they must have prior approval and show proof of certification before event move-in. All equipment and equipment operators are subject to availability. Pricing is subject to availability.

### **Move-In/Move-Out**

All equipment must be transported into the Center through designated loading dock areas. Absolutely under no circumstance are carts permitted through Lobby entrances. Trucks and vehicles must be removed from loading dock areas once equipment has been unloaded or loaded. The Lessee or his/her representative must be present during ingress, event hours and egress. Gateway Center has an Open Dock Policy.

For the safety of the public as well as for the security of merchandise and equipment, propping of any exit doors is strictly prohibited.

### **Parking/RV Parking**

All parking at Gateway Center is complimentary. Overnight parking is prohibited; however, should an exception to this be needed, prior written approval from Gateway Center Management is required. RVs are prohibited. Gateway Center prohibits tailgating or the assembly of tents on Gateway Center property without written consent from Center Management. Electricity and water are not available on-site. Any unattended vehicles parked overnight (with the exception of designated move-in or move-out times) are subject to be towed.

### **Pricing**

All listed prices for equipment and services are subject to change and availability. Credit cannot be given for equipment and personnel ordered and not used.

### **Rigging**

All ceiling or wall suspended signs, speakers, lights and related items must be furnished in writing to Center Management. Lessee should provide detailed rigging proposals for Center review. All rigging must be done by an IATSE employee, unless an exception is made by the Executive Director in writing. Audio Solutions is our in-house rigging expert. It is highly encouraged that any and all rigging go through Audio Solutions. Any outside riggers will need prior consent and proper insurance prior to move-in.

### **Smoking**

In compliance with the Smoke Free Illinois Act, smoking is not permitted in the building or within 15 feet of any entrances, exits or ventilation intakes. This includes any form of electronic cigarette.

### **Trash Removal**

Dispose of refuse in appropriate containers. Gateway Center staff does not clean inside vendor areas.

### **Vehicles & Motorized Equipment**

**1) Vehicles & Motorized Equipment:** Any powered vehicles or equipment that drip oil or staining substances will be removed immediately from Gateway Center and the responsible party/parties will be charged with cleaning costs for the removal of stains. Gasoline or diesel powered vehicles and equipment include, but are not limited to, boats, automobiles, recreational vehicles, lawn mowers and power equipment. The Lessee is required to ensure that all equipment operated in Gateway Center by any service contractors or designees of the Lessee do not drip oil or any other staining substances.

**2) Vehicles:** Vehicles are permitted in the exhibit hall for loading/unloading with the authorization of Gateway Center Management. Any vehicles that remain on the exhibit floor must comply with the following:

- Plastic or cardboard should be placed under all tires and the vehicles' engine.
- Plastic floor covering is available for rent through Gateway Center.
- Fuel tanks may not be more than ¼ full.
- Vehicle electrical systems must be disconnected by either removing the battery, battery cables or disconnecting the battery cables and taping contact with non-conductive electrical tape.
- The cap for the fuel tank must be locked or taped down and at no time is the removal or addition of fuel allowed in or around the Center.
- No substance may be sprayed or otherwise applied to tires or vehicles that could potentially stain or create a slick surface on the floor.

**Water Fills & Drains**

Tanks, drums, barrels and other containers requiring water fill and drain exceeding 30 gallon capacity must be filled and drained by house engineers and are subject to a service charge. All fountains or other decorative water containers must be waterproof and of sufficient density to avoid leaks. Plastic must be placed underneath the display for additional protection at the expense of the Lessee. All water displays must be pre-approved by the Executive Director or designee. Gateway Center reserves the right to remove any container that shows sign of leakage or is otherwise deemed inadequate by a house engineer. Containers showing signs of leakage will be drained by Gateway Center's maintenance personnel without prior notice.

Exhibitor assumes responsibility for any damage to the Center caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. Gateway Center cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For Lessee's protection, Gateway Center advises installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc.

The Center will not be responsible for damage or loss to any equipment, equipment components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.

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