



# Exhibitor Guidelines

## *Animals, Garden Displays, & Pets*

When any display includes gardens using soil, humus, or similar materials, or pens or enclosures containing live animals, a protective coating such as plastic or Visqueen must be used to protect the floor. Curbing must be provided to retain loose materials within the limits of the gardens or pens, and watering must be controlled to prevent leakage or seepage. With the exception of seeing eye dogs, animal acts, or animals used in displays, no pets are allowed in The Classic Center buildings.

## *Billing*

The Licensee agrees to pay The Classic Center Authority as the fee for the license, in lawful money of the United States of America or certified check, the amount according to the space and/or equipment/service rates. Payment of the total fee or billing arrangements must be made 14 days prior to the event. Payment of additional charges is due upon completion of the event unless prior billing arrangements have been made. Refer to the individual license agreement for specific details regarding your event.

## *Catering*

All food and/or beverage served, offered and/or sold in any part of The Classic Center premises must be provided and served by a caterer who has met the requirements and entered into a signed catering agreement with The Classic Center's President/CEO at least 14 days prior to the event. Public or Private "Food Shows", where food service and products are the actual reason for the show, are indeed allowed to offer food. However general concessions and sale of food always must go through approved caterers. See building staff for specific questions.

## *Confetti and Glitter*

The use of confetti or glitter as decoration is prohibited.

### *Cooking*

The Fire Marshall must approve all requests for cooking or heating items or the use of any heating element (electric or gas) inside the facility. The request for cooking must be made at least 15 days prior to move-in. Please include the manufactures specifications along with your request and return to the Operation Dept. Failure to properly request and provide necessary documentation will result in the denial of services.

### *Damage*

That if any portion of The Classic Center or any equipment contained therein during the term of this License shall be damaged by the act, default, or negligence of Licensee, or of Licensee's agents, employees, patrons, guests, or any person admitted to said premises by Licensee, Licensee will pay The Classic Center upon demand such sum as shall be necessary to restore said premises and equipment contained therein to their original condition.

### *Draping*

In the event that decorative or structural items need to be hung from overhead beams, columns, handrails, utility pipes, exterior walls, or fences, Licensee should have the approval of The Classic Center. In order to ensure the safety of the Licensee, we request that all materials to be hung from the aforementioned areas be done through appropriate staff available by The Classic Center. Drapes, decorations, buntings, and other decorative materials must be fire-retardant materials properly treated to meet the requirements of flameproofing. Also, see Fire Regulations.

### *Electrical*

All electrical equipment must be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. Electrical power for lights and displays will be turned on one (1) hour prior to show opening time and off at show closing time daily.

Unless otherwise directed, Engineering staff are authorized to cut floor coverings to permit the installation of service. All cords must be of the 3-wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.

### *Elevators*

Adequate passenger and freight elevators, which provide accessibility to all areas of The Classic Center, are available. Due to heavy traffic in the passenger elevators, it is advisable that no freight be moved in such elevators. Freight elevators are located in the service corridor.

## Fire Regulations-

### The Athens/Clarke County Fire and Rescue services departments require the following:

- No untreated hay, straw, or cotton bales are allowed.
- No flammable decorations or decorative flammable materials are allowed.
- All draperies, drops, curtains, and table coverings used in places of assembly shall be noncombustible, inherently flame resistant, or treated and maintained fire resistant.
- Show decorator and/or Licensee may be required by the Fire Marshall to provide a certificate denoting that the materials used are fire resistant or have been treated to be fire resistant.
- No person shall cause or permit any open flame, candles, torches, etc., to be used. See the Event Coordinator for specifics.
- No covered structures such as tents, roofs, or overhead coverings are allowed on any display in a building equipped with fire sprinklers without prior approval of the Fire Marshall.
- No blockage of exit signs or doors by displays or banners is allowed.
- An unobstructed aisle (the width of each set of exit doors) must be left directly from the flow of traffic to the exit doors.
- Drapes, decorations, buntings, and other decorative materials must be fire retardant and/or properly treated to meet the requirements of flameproofing.
- Cotton batting, whether natural, artificial, or manufactured, straw, dry vines, leaves, hay, pine needles, and sawdust are prohibited unless rendered fire retardant. Cut trees, e.g. Christmas trees, must have prior approval of the Fire Marshall.

### Inside public display of autos, trucks, recreational vehicles, boats, or any other gasoline or diesel-powered equipment shall be subject to the following rules:

- All fuel tanks must not be more than ¼ tank filled or exceed 10 gallons of fuel.
- All fuel tank caps must be locked or taped shut.
- The hot lead of the battery cable must be disconnected and taped.
- All vehicles, motor homes, etc., shall have L.P. containers removed unless the containers are new, have never been used, and are empty.
- All flammable liquids or L.P. gas are prohibited in public buildings. Five-pound bottles of L.P. gas may be used for demonstration purposes if approved by the Fire Marshall.
- Displays that involve cooking with a pan or deep-frying shall be prohibited. No L.P. cooking gas is allowed. See the Event Coordinator for specifics.

The Licensee will not do or permit to be done anything in or upon any portion of The Classic Center or bring or keep anything therein or thereon which will in any way conflict with the conditions or any insurance policy on The Classic Center or any part thereof or in any way increases any rate of insurance upon The Classic Center or property kept there; nor shall any Licensee permit, without the President/CEO's written consent, put up or

operate any engine, motor, or machinery on the premises or use oils, burning fluids, camphene, kerosene, naphtha, or gasoline for either mechanical or other purposes or any agent other than electricity for illuminating the premises.

### *Guard Services*

All security services are provided by and contracted by The Classic Center, with fees paid by the licensee. Arrangements are to be handled through the Event Coordinator. Also see Security.

### *Helium Balloons*

The use of helium balloons in the exhibit hall is highly discouraged, as it is difficult to retrieve wayward balloons. A retrieval fee may be incurred.

### *Insurance*

Public events, trade shows, and conventions will be required to obtain general liability insurance naming The Classic Center as additional insured for a minimum of one million dollars. Please consult The Classic Center's management for specific requirements

### *Laws and Regulations*

The Licensee shall comply with all Federal, State, and local laws, ordinances, rules and regulations pertaining to the event and the Licensee's use of The Classic Center.

### *Loading Dock*

The Classic Center has a covered loading dock designed to allow multiple exhibitors to unload simultaneously. During the stated move-in hours of the Licensee's event, the loading dock will be available for unloading. No one is permitted in the loading dock area outside of the stated hours of the scheduled event move-in without permission from the Operations Department. All vehicles are to be removed from the loading dock area immediately upon unloading materials. To ensure the safety of all involved, no vehicle will be allowed to park in the loading dock area.

### *Move-In*

The Classic Center has a covered loading dock designed to allow multiple exhibitors to unload simultaneously. The Classic Center is a multi-purpose facility and, as such, may schedule established move-in times to accommodate multiple events. During the stated move-in hours of your event, the loading dock will be available for unloading. No one is permitted in the loading dock area outside the stated hours of the event move-in without permission from the Operations Department. See Shipping & Material Handling guidelines for details.

### *Move-Out*

Tear down your exhibit first. Once your exhibit has been packed and is ready to be removed from the facility, obtain material handling equipment to assist in move-out. Load and move all equipment to the loading dock area. Unload materials and return the material handling equipment for others to use. If shipping and handling services have been ordered from The Classic Center, follow the instructions listed on Shipping & Material Handling order form.

### *Noise Levels*

The Classic Center management has the right to monitor all noise levels to prevent disruption or nuisance to other events.

### *Non-Smoking Facility*

For the general convenience of all attendees, smoking is not allowed in The Classic Center; however, smoking is permitted outside the facility in the loading dock area and the courtyard area.

### *Painting*

Spray painting is prohibited in any part of The Classic Center facility. Any painting requires a protective coating such as plastic or Visqueen to protect all The Classic Center property.

### *Parking*

Parking is limited. The Classic Center Security personnel will direct exhibitors to available parking. Exhibitors may park in The Classic Center parking deck on Foundry Street. There are also two (2) public parking garages within walking distance available.

### *Signage/Posters*

All signage/posters should be displayed either on easels or individual holders due to the policy of having nothing taped, glued, stapled, or attached in any way to the walls or doors, either internally or externally, of The Classic Center.

### *Security*

Security guards are provided by The Classic Center for the entire complex.

Special security may be contracted and will exercise control over all move-in and move-out operations and vehicular traffic. Fees for these special services are the responsibility of the Licensee. The Classic Center provides 24-hour security at building access points. These precautions do not constitute a guarantee to the Licensee's personal property or the personal property of exhibitors or other parties. If valuable items need to be secured by the Licensee or the exhibitor, additional 24-hour security coverage should be requested. Also, see Guard Services.

### *Stickers/Tape*

Distribution of stick-on badges, labels, bumper stickers, or any adhesive slogan materials is discouraged during an event. A fee will be imposed on the Licensee to remove any such adhesive material from The Classic Center property. The use of double-faced tape on floors, walls, or The Classic Center fixture/furniture is also discouraged. Due to the paint damage as a result of tape removal, it is requested that you contact the Event Coordinator prior to the event for approval of any materials that need to be taped to any surface of the facility. The Classic Center has special tape that has been approved to be used in the facility.