



MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-4049

November 2010

Exhibitor Rules

A. Smoking

1. In compliance with City Ordinance 23.05, smoking is not permitted in the building.

B. Booths, Displays, Decorations and Signs

1. Care must be taken when moving materials across the floor of the exhibit area. Any damage to the carpet, doors or walls may result in additional charges. Show Management will be responsible for any damage caused by exhibitors to carpeted areas.
2. Forklifts may NOT be used on Levels 2 or 4. Hand or motorized pallet jacks may be used. Please be sure to raise the materials above floor level so that floor or carpet is not scratched, gouged or damaged in any way.
3. No materials may be attached, taped, nailed, pinned, or otherwise fastened to any ceiling, carpet, floor, permanent drapery, painted surface or wall of Monona Terrace Community and Convention Center. Duct tape or any other heavy adhesive tape may not be adhered to any surface, including the carpet or floor. Please contact the event coordinator for information on tape that can be used on the carpet.
4. Strict guidelines apply for hanging signage. Any costs incurred by Monona Terrace from the use of, or removal of signage or decorations will be billed accordingly.
5. Helium balloons are allowed only when securely anchored to exhibits. Helium balloons may not be given away or sold. A balloon removal fee will be assessed according to the Monona Terrace rates and fees schedule should Monona Terrace be required to retrieve balloons from the ceiling.
6. Glitter, decals, gum, confetti, and stickers may not be distributed or affixed inside the facility.

C. Move In/Move Out

1. All equipment must be transported into the facility through designated loading dock areas.
2. Only small, hand-carry items are permitted through Lobby Glass entrances on Level 4. Large items/pallets must be moved into the building through the designated loading dock areas.
3. Trucks and vehicles will be allowed on the dock only during official move in/move out times. Once materials have been unloaded, vehicles must be moved to the parking ramp or off site.
4. Vehicles left unattended at the loading dock for an excessive period of time are subject to being ticketed or towed.

D. Fire Codes

1. Exhibitors, service contractors, and event promoters must comply with all federal, state, and local fire codes which apply to places of public assembly.
2. All exhibitor materials must be flame proof.
3. Gasoline, propane, or other flammable items are prohibited.
4. Open flame is not permitted in the building.
5. Fire extinguishers, hose cabinets, fire hose connections, fire alarm pull stations and other fire alarm devices must remain clear, visible and unobstructed at all times.
6. Any exhibit booth or other structure with a ceiling and enclosed sides may require special fire protection measures and must be approved in writing by a Monona Terrace Event Coordinator prior to the event.
7. The use of a hazer or fog-producing machine must be approved in writing by a Monona Terrace Event Coordinator prior to the event.

E. Vehicles

1. The display of any and all vehicles that are powered by a combustion engine must be approved in advance by Monona Terrace. Approved vehicles must adhere to the following restrictions:
 - a. Fuel tanks to be less than $\frac{1}{4}$ full.
 - b. 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.
 - c. 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.
 - d. Mats or another type of protective material must be placed under all tires, as well as the engine to protect the floor from damage. No substance may be sprayed or otherwise applied to tires or vehicle while in the facility that could potentially stain or create a slick surface on the floor.
2. Exhibitors are responsible for any floor or carpet damage caused by spillage of fuels, oils, or similar substances.

F. Food and Beverage

1. Monona Catering is the exclusive caterer. **No** food or beverages shall be brought onto Monona Terrace premises except through the building caterer.
2. No free samples are to be given away or otherwise distributed without prior written consent of Monona Catering Management.
3. Carry out or delivery service foods are not allowed in the building. Arrangements for food can be made through Monona Catering.
4. No alcoholic beverages are allowed in the exhibit area during decorator or exhibitor move in or move out.

G. Shipping/Handling of Exhibit Materials

1. All exhibitor shipments should be coordinated through the service contractor.

2. Monona Terrace does not have storage capabilities. Freight received prior to the event move in day will be refused. Your service contractor can assist you with warehousing advanced shipments. The official service contractor will accept on-site shipments on the move in day.
3. Monona Terrace will not accept any C.O.D. deliveries.
4. All materials must be removed during designated move out hours.
5. Outgoing shipments should be coordinated through the service contractor prior to exhibitor leaving the building. Federal Express shipments can be arranged through the Monona Terrace Command Center.
6. Any materials left at Monona Terrace without pick up arrangements are subject to disposal.
7. The City of Madison is not responsible for any loss, damage, or injury to properties of any kind that are shipped or delivered to Monona Terrace.

H. Animals

1. Animals and pets are not permitted in Monona Terrace unless approved in advance by Monona Terrace. Properly identified service animals are permitted.

I. Trash Removal

1. Dispose of refuse in appropriate containers. Monona Terrace staff does not clean inside vendor booth areas.
2. Cleaning or vacuuming services for booths is provided by the service contractor and not Monona Terrace. You should arrange for this service from the service contractor.
3. Monona Terrace provides general housekeeping in the building's public areas.
4. If an event generates an excessive amount of trash, the costs of emptying the compactor will be charged to show management.

J. Parking/RV Parking

1. No parking is allowed in the loading dock area.
2. Electricity and water are not available for R/V's.
3. Any unattended vehicles parked in loading areas (with the exception of designated move in or move out times) are subject to being ticketed or towed at the owner's expense.

K. Security

1. The responsibility for complete event security belongs to the event management and exhibitors.
2. Monona Terrace security staff monitors the building perimeters, parking areas, and interior public spaces.
3. Monona Terrace reserves the right to require an appropriate number of event security or off-duty City of Madison Police Officers for all public events, event move in and move out, and certain food or beverage functions.

L. Floor Load

1. The floor load capacity on the exhibition hall floor is 250 pounds per square inch.

M. Adhesives

1. No adhesives may be used with out prior approval of Monona Terrace.
2. Show management will be responsible for any damages incurred if inappropriate adhesives are used.

N. Americans with Disabilities Act

1. Show management must comply with all applicable requirements of the American with Disabilities Act of 1990. Monona Terrace staff will work with you to resolve any questions or issues that arise.
2. Aisles and exits must be kept clean and free of obstructions.
3. All exit signs must remain unobstructed at all times.
4. Easels, signs etc. may not be placed beyond the booth area.

O. Utilities

1. Utilities can be ordered in advance by completing the Monona Terrace Utility Order Form included in the Exhibitor Service Kit. The form may be submitted on-line or by fax. For some shows, utilities may also be ordered on-site during move in hours at the service desk.
2. Electrical installations are to be completed by qualified Monona Terrace Electricians only.
3. Show management will be responsible for all utility charges incurred by the show management and/or service contractor.

P. Wireless Internet System

1. Exhibitors may NOT set up their own wireless systems in the facility due to interference issues.

Q. Prohibited Materials

1. The following materials are prohibited in the Monona Terrace:
 - a. Fireworks or pyrotechnics
 - b. Blasting agents
 - c. Explosives
 - d. Compressed flammable gases
 - e. Flammable gas
 - f. Aerosol cans with flammable propellants
 - g. Toxic materials
 - h. Gas operated cooking equipment
 - i. Wood matches with all-surface strikes
 - j. Portable heating equipment
 - k. Flammable liquids
 - l. Flammable swords, fire batons, etc.
 - m. Hazardous materials such as poisons, pesticides, acids, alkalis, corrosives, toxins, and other chemicals that pose risk to health, safety or property.