

Updated SCC Vendor Procedures:

- All vendors must enter through the docks in the back of the building-
NO VENDORS ARE ALLOWED TO LOAD IN/OUT THROUGH MAIN ENTRY DOORS

- All vendors must check in with building security before loading in:
 - When checking in, please give your booth name
 - Vendors will be issued a wristband, which is to be worn while on site. Each person working the booth must have a wristband on.
 - If vendor will be here multiple days, the same wristband can be worn each day.
 - If your wristband is lost or removed, please see building security to be issued a new one.
 - Wristbands **must** be shown to enter the back of the house & loading dock areas.

- After checking in, security will direct the vendor on which dock to move in through.

*Sharonville Convention Center wristbands allow vendors access during load in/out times, before and after shows, and in back of house/loading dock areas.



Sharonville Convention Center Exhibitor Guidelines

1. Exhibitors must use the assigned loading docks in the rear of the building, no displays, carts or dollies of any kind may enter or exit through the public entrances of the Convention Center. Upon arrival, exhibitors must check in with the Convention Center's dock guards and receive a wristband for entry.
2. The Convention Center does not have a shipping/receiving department and does not provide storage space for exhibits prior to or after events. Please contact your show decorator for drayage services. The Convention Center is not responsible for any exhibits and other materials not removed by the end of the move out period. If items are left – any applicable labor, shipping and storage fees will be charged at prevailing rates.
3. Exhibitors may obtain utilities and labor services only through the Convention Center's "Service Order Form". These forms can be obtained via the website as either a downloadable or fillable option. They should be distributed to the exhibitors in advance to allow adequate time for their return at least two weeks prior to the move in date.
4. The Convention Center does not provide complimentary extension cords for exhibits. Extension cords may be rented from the Convention Center based on availability. Please refer to the Service Order Form.
5. Cooking is only allowed in the Exhibit Hall. Exhibitors using heating devices must have a fire extinguisher in their booth. A fire watch is required should cooking take place during a show. Please contact our event staff to coordinate with the Sharonville Fire Department.
6. Exhibitors may not affix signs or banners to the walls, doors, columns with tape, push pins, etc. Banners & signage may be hung from the ceilings by Convention Center staff only at the prevailing labor rates.
7. Exhibitors using heating devices must have a fire extinguisher in their booth.
8. The dock must remain clear for other exhibitors to have access, as well as for normal daily deliveries to the Convention Center. Dock guards will help ensure vehicles not actively loading/unloading are moved from the dock area.
9. Parking on the drive-up ramp to the dock is prohibited. This ramp is for cart access only. Violators will be towed at the owner's expense.
10. The Sharonville Convention Center is a non-smoking facility. Smoking in any part of the building, including on the dock, is strictly prohibited.
11. There will be a \$500 labor charge for excessive cleanup of the exhibit hall.
12. Booth Construction: For public safety and to protect our facility, prior approval for cutting, welding or painting must be provided by the Convention Center management and is only allowed for booths in the Exhibit Hall. When equipment is approved, the floor is to be protected with plywood. Plastic is required to protect floors when an exhibitor is painting or applying spackle, tile or similar products. Any painting indoors is prohibited. Any damage to the Convention Center will be billed to the exhibitor.
13. Booth Flooring: Exhibit Hall floor is carpeted. Should an exhibitor choose to bring their own carpeting rather than renting carpet from the show decorator, gaffer's tape is the only approved tape to be used to adhere the carpet to the flooring. Masking, Duct or other tape that leaves adhesive residue to floors is not allowed. Use gaff/gaffer/gaffer's tape only. Do not use self-adhesive carpet tiles on any surfaces in the Convention Center. Any damage to the flooring will be billed to the exhibitor.



14. Booth Vacuuming is available at prevailing rates. Please refer to the Service Order Form.
15. Hazardous Waste: The disposal of toxic waste or non-biodegradable waste in drains is prohibited. The exhibitor is responsible for the proper removing of such waste from the facility.
16. Gas Fired Equipment: The Sharonville Fire Department must approve the use of gas fired equipment.
17. Landscaping Materials on Display: A protective floor covering must be laid prior to bricks or stonework being placed on the floor of this facility. Please provide a list of the materials you will be using to the Convention Center Event Manager. Only non-acidic dirt and mulch may be used and must be laid on top of plastic or plywood. Any damage that occurs to the facility will be billed to the exhibitor and/or the show promoter.
18. Auto Displays: For all auto displays, please disconnect the battery, purge the gas tank leaving less than 1/4 filled, and close with a gas cap or air-tight cover. Protective floor covering or Visqueen must be placed under the oil pan as well as the tires to protect the Convention Center flooring. Any auto display must be approved by Convention Center management prior to the show.
19. Animals: Guide or service dogs (as defined by law) are welcome in the Convention Center. For the safety of all guests, any other animals are not permitted in the Sharonville Convention Center except for exhibits, displays or performances that specifically require the use of an animal. Any exception must be approved by Convention Center management prior to the show.

Please sign this form acknowledging you have read and will abide by the rules and regulations. Return via fax to 952-881-4272 or scan and email to info@homeshowcenter.com

Company Name _____

Contact _____

Signature _____

Date _____

Thank you for your cooperation.

Show Management,
L&L Exhibition Management, Inc.
800-374-6463

