



## **Exhibitor & Show Management Guidelines**

The Center created the following policies to help keep the facility safe, clean, and running smoothly so every event is enjoyable for guests and successful for exhibitors. Show management is responsible for ensuring these policies are followed.

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### **1. Exhibitor Move In/Out & Dock Access**

- Exhibitors must use assigned docks. Public entrances to the Center are prohibited for exhibitor move in/out.
  - All exhibitors must check in with Center Security Staff upon arrival. Vendors will be issued a wristband which must be worn at all times while on property.
  - Vehicles must vacate the dock immediately after unloading/loading. Violators will be towed at the owner's expense.
  - Any materials left unattended in dock areas will be removed at the exhibitor's expense.
  - Unauthorized personnel or vehicles will not be permitted in the dock area or the Center.
  - Security Staff has the authority to direct traffic and enforce all safety rules.
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### **2. Shipping/Receiving & Storage**

- The Center does not have a shipping/receiving department and will not accept any packages shipped directly to the center. The Center does not have on-site storage capabilities.
  - For shipping/dragage or storage services contact the show management or show decorator.
  - Any materials left after exhibitor move out become the property of the center unless arrangements are made at exhibitor's expense (including labor, shipping, and storage fees).
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### **3. Utilities and Labor Services**

- All utility and labor requests must be made using the Service Order Form (available from the Center's website). Services include electric, booth vacuuming, hard-wired internet and more.
  - To receive pre-order pricing, exhibitors must complete and return these forms one week prior to move in.
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### **4. Equipment and Electrical**

- The Convention Center does not provide complimentary extension cords.
  - Extension cords can be rented depending on availability (see Service Order Form).
  - All electrical setups must comply with building safety codes.
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### **5. Cooking and Fire Safety**

- Each booth using a heating device must have a fire extinguisher on-site.
  - If cooking takes place during the event, a Fire Watch must be arranged through event staff and the Sharonville Fire Department.
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### **6. Signage and Decorations**

- Exhibitors may not use tape, push pins, nails, or any adhesives on walls, doors, or other surfaces.
  - Hanging banners/ signage from ceilings must be done by Center staff only, and labor fees will apply. Contact event staff for rates and arrangements.
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### **7. Smoking Policy**

- The Sharonville Convention Center is a completely non-smoking facility, including the loading docks and service areas.
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### **8. Cleaning and Damage**

- Standard cleanup and trash removal are included in daily facility fees.
  - Excessive cleanup of exhibit areas will result in a \$500 labor charge.
  - Exhibitors are responsible for any damage to walls, floors, or fixtures.
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### **9. Booth Construction and Flooring**

- Cutting, welding, or painting inside the facility requires prior written approval from management.
- Exhibit Hall floor is carpeted. If an exhibitor chooses to bring their own carpeting, gaffer's tape is the only tape allowed for securing — duct tape is not permitted. Gaff tape can be purchased from the Center.
- Damage from unapproved materials or methods will be billed to the exhibitor.

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**10. Waste and Hazardous Materials**

- Disposal of toxic, hazardous, or non-biodegradable materials into drains is prohibited.
  - Exhibitors are responsible for removing hazardous waste from the facility.
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**11. Special Displays**

- **Gas-fired equipment** requires approval from the Sharonville Fire Department.
  - **Landscaping displays** must have protective flooring under soil, stone, mulch, plants, etc.
  - **Automobile displays** must:
    - Have the battery disconnected
    - Contain less than ¼ tank of fuel
    - Be sealed with a gas cap or airtight cover
    - Have protective floor covering under the tires and oil pan
  - **Animals** are prohibited unless part of an approved exhibit or performance. Service and guide dogs are permitted as required by law.
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**12. Food Show Exhibitors**

- OVG Hospitality holds the exclusive rights to all food and beverage services within the Convention Center.
  - All Exhibitors that are sampling or selling food at a ticketed show must purchase a temporary food operating license. Show Management to provide Exhibitors with the details of the license and how to obtain. Show Management must send a list of all Exhibitors requesting the license to OVG Hospitality who will schedule the health inspection. If needed, additional information can be obtained from the OVG Hospitality Catering Sales Director.
  - Additional requirements:
    - Floor coverings are required in any carpeted area where food service occurs.
    - All exhibitors who cook or use heating devices must have a fire extinguisher and submit a Service Order Form with payment for utilities.
    - Fire Watch is required when cooking; arrangements must be made with event staff and the Fire Department.
    - Exhibitors will not have access to Convention Center kitchen, including sinks, ice machines and coolers.
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**Sharonville Convention Center can provide additional equipment and services,  
for details and pricing please see the equipment list on the website.**

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**L&L Exhibition Management, Inc. Booth Move-Out Deadline**

Exhibitors must completely remove their booth, products, and materials by the move-out time indicated on the official floor plan. Any booth or materials remaining after this deadline will be dismantled, packed, and removed by the official show decorator. All labor, handling, transportation, and storage costs incurred will be billed to the exhibitor. Show management assumes no responsibility for loss or damage to materials removed under these circumstances.

Please sign this form acknowledging you have read and will abide by the rules and regulations.

Fax to 952-881-4272 or scan and email to [deanae@homeshowcenter.com](mailto:deanae@homeshowcenter.com)

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EXHIBITOR (COMPANY NAME)

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AUTHORIZED SIGNATURE

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DATE

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PRINT NAME AND TITLE