



MONONA TERRACE COMMUNITY AND CONVENTION CENTER

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

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 exhibit hall floor. Any damage to the floor's surface may result in additional charges. When using a forklift or moving materials across the floor, please be sure to raise the materials above floor level so that floor is not scratched, gouged or damaged in any way.
2. No materials may be attached, taped, nailed, pinned, or otherwise fastened to any ceiling, floor, permanent drapery, painted surface, or wall. Duct tape may not be adhered to any surface, including the floor.
3. Strict guidelines apply for hanging signage. Any costs incurred by the Center from the use of or removal of signage or decorations will be billed accordingly.
4. Helium balloons are allowed only when securely anchored to exhibits and may not be given away or sold. A balloon removal fee will be assessed according to the current rates and fee schedule should Center be required to retrieve balloons from the ceiling.
5. 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. Absolutely under no circumstance are carts permitted through Lobby Glass entrances.
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.
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 Center Event Coordinator prior to the event.
7. The use of a hazer or fog-producing machine must be approved in writing by a Center 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 Center. Approved vehicles must adhere to the following restrictions:
 - a. Fuel tanks to be less than ¼ full.
 - b. The cap for the fuel tank must be locked or taped down. At no time is the removal or addition of fuel allowed in or around 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. Plastic or some sort of material must be placed under all tires as well as the engine to protect the floor from damage. No substance may be sprayed or applied to tires or vehicle that could potentially stain or create a slick surface on the floor.
2. Exhibitors are responsible for any floor 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 the premises except through building caterer.
2. Carry out or delivery service foods are not allowed in the building. Arrangements for food can be made through Monona Catering.
3. No free samples are to be given away or otherwise distributed without prior written consent of Monona Catering Management.
4. No alcoholic beverages are allowed in the exhibit halls during decorator or exhibitor move-in and move-out.

G. Shipping/Handling of Exhibit Materials

1. All exhibitor shipments should be coordinated through the service contractor.
2. The Center 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. Your service contractor will accept on-site shipments on the move-in day.
3. The Center 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 and UPS shipments can be arranged through the Monona Terrace Command Center.

6. Any materials left at the Center 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 the Center.
- H. Animals**
1. Animals and pets are not permitted unless approved in advance by the Center. Properly identified service animals are permitted.
- I. Trash Removal**
1. Dispose of refuse in appropriate containers. Center staff does not clean inside vendor booth areas.
 2. Cleaning or custodial services for booths, registration areas, carpeted areas, or aisles are provided by the service contractor. You should arrange for this service from the service contractor.
 3. The Center 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. The Center security staff monitors the building perimeters, parking areas, and interior public spaces.
 3. The Center 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 without prior approval of the Center.
 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. Center 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. Exhibits in the Madison Ballroom, Grand Terrace, Community Terrace or Meeting Rooms**
1. When necessary to use the carpeted meeting spaces for exhibits, special guidelines must be followed. Please contact your Monona Terrace Event Coordinator for details. Forklifts are not allowed on the carpeted areas.
 2. Show Management will be responsible for any damage caused by exhibitors to carpeted areas.
- P. Utilities**
1. Utilities can be ordered in advance or ordered on-site during move-in 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.
- Q. Prohibited Materials**
1. The following materials are prohibited in the Center:
 - 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