

VALLEY FORGE CASINO EXHIBITOR RULES AND REGULATIONS

Welcome to our Convention and Exhibit Center. We hope your Convention or Exhibit Show is very successful, especially with your contribution to it. Although we are here to assist you in any way that we can, there are certain Rules and Regulations that must be adhered to, and it must be clearly understood that the Valley Forge Convention Complex management has the right to control and enforce all Rules and Regulations and applicable laws. Your cooperation is appreciated. If you should have any further questions, please bring them to our attention.

The Valley Forge Convention Complex will not accept freight. Please refer to the Drayage form, included in this packet for shipping / freight instructions. Excessive fees will be charged to those Exhibitors shipping freight to the Center and Hotel. Independent companies hired to work for an Exhibitor must provide a Certificate of Insurance to the Valley Forge Convention Center thirty (30) days prior to the show.

No vehicles will be permitted inside the building without prior written approval of the Valley Forge Convention Center This includes "move - in " and "move - out" . All loading and unloading must be done at the loading docks. The Valley Forge Convention Complex will provide perimeter and building-access Security only.

Decorations and Signage:

1. Decorations, Signs banners, or any other material may NOT be taped, nailed, stapled, or otherwise fastened to ceiling, walls, painted surfaces, columns, furniture, or floors.
2. No holes may be drilled, cored, or punched on the property of the Valley Forge Convention Center.
3. No adhesive-backed (stick-on) decals or similar items items may be distributed or used in the building.
4. Damage fees will be assessed.
5. All tape used for carpet installation MUST be removed immediately following the show. A damage fee will be assessed to those who leave tape and/or tape residue on the floor.

Food & Beverage:

1. No sample food and/or beverage products may be distributed by the Exposition Sponsoring Organization and/or their Exhibitors except upon written authorization from the Valley Forge Convention Center Complex Management (please refer to Montgomery County Health Department Licensing form)
2. Questions concerning the sale and distribution of food and/or beverage, as well as questions concerning Exhibitors desiring to provide food or beverage, not incidental to their exhibit, must purchase these items from the official Food Concessionaire of the Valley Forge Convention Center.
3. No food and/or beverage may be brought into the Valley Forge Convention Complex from outside the facility. This includes coolers of soft drinks, etc.. Concession stands will be open during your move-in and show.

Electrical Equipment:

1. All electrical equipment must be U.L (Underwriter Laboratories) approved.
2. Installation of electrical connections to the building's electrical system must be performed by Valley Forge Convention Center Electricians.
3. All electrical connections utilized by the Exhibitor shall be ONLY for that service contracted. All service utilized, but not contracted for, will be charged at the prevailing rates.
4. No cords shall run across pedestrian traffic.
5. The Valley Forge Convention Center Complex will not be responsible for any malfunction of any inferior equipment.

Miscellaneous:

1. The Valley Forge Convention Complex is a NONSMOKING building. Smoking is not permitted anywhere inside the Convention Center.
2. During event hours, all aisles should be kept clear for your safety as well as the safety of event patrons.
3. Damage resulting from event- related activities such as equipment movement, two-sided tape, nailing, etc., will be charged to the responsible parties.
4. Parking in the loading dock areas is PROHIBITED . Please use only designated show-parking areas. Persons parking in the loading dock area will be ticketed and towed at the owner's expense.
5. All equipment being transported between levels inside the Center should utilize only the Freight Elevator. Public passenger elevators are NOT to be used for transporting equipment except in an emergency.
6. Devices which produce sound must be operated so as not to disturb other exhibitors. The Valley Forge Convention Center Complex reserves the right to determine the acceptable sound level in such instances.
7. Animals are not permitted in the building, unless it is a properly and safely muzzled "seeing eye" dog accompanying a blind person.
8. As per Chief Fire Marshall of Upper Merion Township, any compressed gas cylinders (i.e., helium, propane, etc..) must be fixed to either a stand designated for such or a permanent building fixture. Failure to comply with this request will result in a fine from Upper Merion Township.
9. As per Chief Fire Marshall of Upper Merion Township, tents and covered exhibits greater than 4ft x 4ft are not permitted.
10. As per Upper Merion Township, any signage installed (banners, etc..) on the exterior of the building or ground needs to be permitted (please refer to signage request form).