

Alexandria Riverfront Center's Exhibitor Information

Welcome to the Riverfront Center! We will do everything in our power to make your event safe, historic and pleasurable. We can accomplish this task with your assistance and cooperation in following the requirements outlined in this document. We want to thank you for selecting the Riverfront Center in which to display you exhibit and we are looking forward to a continuing business relationship.

(Note: The use of the word "Center" throughout this document refers to the Alexandria Riverfront Center and/or it's management staff members.)

FACILITIES, SERVICES, RULES AND REGULATIONS

1. ACCESS
 1. ACCESS AREAS
 1. All access areas must be kept open and clear. Prior approval must be obtained in order to be block any access area.
 2. ANCILLARY AREAS
 1. The Riverfront Center will make every effort to provide the necessary space for patrons, service contractors and their crews during event set up, show or function hours and move out. If available, storage areas will be provided gratis. The Lessee or contractor must make arrangements in advance of the event with the Riverfront Center.
2. LABOR SERVICES
 1. FREIGHT
 1. Although the Center's staff will do their best in assisting with the unloading, moving, handling and loading of freight, freight is the sole responsibility of the shipper unless prior arrangements have been made with the Center.
 2. Pre-event storage is provided at the Center, but because of limited space, prior arrangements must be made.
 3. All outgoing shipments is the responsibility of the individual shipper. No arrangements for outgoing freight will be made by the Center.
 4. No C.O.D. shipments will be excepted at the Center.
 5. All shipped freight must have the intended show or function clearly marked on the shipping label. We have no way of knowing what the freight is for unless it is marked.

If not so marked, the freight may be unexcepted and returned with the shipping company.

6. It is the express intention of the Riverfront Center to have skilled labor services available at a fair and reasonable cost.
3. Housekeeping
 1. All cleaning throughout the facility is accomplished by the staff of the Center with exception of exhibit booths. All cleaning of these areas must be completed by the individual or be arranged through the Center or decorating service. We provide for normal cleaning of aisles and corridors in exhibit areas. If any exhibit or display has unusual debris or waste, the exhibitor shall make special arrangements for removal.
 7. Liquid disposal (ie: liquor and bar waste, water, cooking oils and/or greases, etc.) must be arranged prior to an event. The Center's trash dumpster is designed to accommodate dry refuse only.

3. MISCELLANEOUS

1. SIGNS
 1. INTERIOR
 1. Prior arrangements to hang any signs and/or banners in the Center must be made with the Center.
 2. Prior to affixation, signs attached to the walls or ceilings must be approved by the Center. Placing signs or placards on painted surfaces utilizing tape, glue or fasteners (including nails or screws) is strictly prohibited. However, the use of "office putty" is acceptable.
 3. No signage of any kind may cover any exit, emergency equipment, fire alarm apparatus or exit sign.
 2. EXTERIOR
 1. Permission to place signs on the exterior of the building must be obtained from the Center management in advance to their posting.
2. CONSTRUCTION AND PAINTING
 1. All work involving the use of power tools, equipment or construction is **not permitted without prior approval of the Center.**
 2. Painting of any kind is strictly prohibited on or in the Center .
 3. Any work not requiring the use of power tools or equipment including loading and unloading, exhibit set up, laying of carpet owned by the exhibitor may be performed by the individual exhibitor.
3. ELECTRICAL
 1. The Center provides power to it's patrons at no cost. However, connections of normal 110 volt equipment is the responsibility of the individual exhibitor or decorating service. No extension cords are provided by the Center.
 2. All electrical cords used in the Center must be UL© approved and have three prong ground plugs.
 3. All electrical distribution panel locations are left to the discretion of the

Center and all extension cords (provided by the exhibitor) must run to these panels.

4. The “overloading” of any wall circuit is not permitted. If circuit breakers are tripped, it is the responsibility of the exhibitor to reroute power cords to different locations.
5. All wall electrical outlets are on twenty (20) amp breakers and tied together with three to four duplex outlets.
6. No cooking, heating, warming or coffee making equipment may be utilized in a booth without the expressed permission from the Center.
7. No cooking, heating, warming or coffee making equipment may be connected to any wall outlet without prior approval of the Center.
8. No “hard wiring” of equipment is permitted in the Center without the expressed permission of the Center. All approved “hard wiring or un-wiring” will be done by a licensed electrical contractor only. There will be no exceptions to this rule.

4. VEHICLES

1. Vehicles permitted inside the Center’s exhibit halls are limited to cars, station wagons, vans and pick-ups. **No cube vans, semi tractor/trailer rigs or utility trailers are permitted inside without the permission of the Center.**
2. All vehicles are to be removed from the facility immediately upon completion of unloading.
3. All vehicles must be immediately removed from any location upon the request of Center staff members.
4. No display vehicles will be permitted inside or outside the facility without permission of the Center.
5. No parking for any reason is permitted (including unloading or loading) on sidewalks, drive ways, or fire lanes.

5. DISPLAY OF AUTOMOBILES, MOBILE HOMES, BOATS

1. All batteries must be disconnected.
2. All fuel caps must be locked or taped shut.
3. Propane is not permitted in any form, in the display areas.
4. Transfer of fuel(s) within the building is not permitted.

A. EQUIPMENT AND MATERIAL HANDLING

1. **All materials brought into the Center through lobby areas must be hand carried.**
2. Arrangements for assistance from the Center staff may be made prior to the moving of said materials.

B. ELEVATORS

1. No two-wheeled dollies or carts are allowed on passenger elevators or escalators for any reason or at any time.
2. Freight elevators must be operated by Center personnel only. Please request assistance.

6. GENERAL FACILITY POLICIES

1. The use or distribution of “lighter-than-air” (or helium) balloons, glitter, decals and/or stickers at the Center is prohibited. The lessee, decorator or

- contractor will be assessed a cleanup fee for removal of these products.
- 2. Animals and pets are not allowed in the Center without prior approval of Center Management.
- 3. Riverfront Center permanent graphics, signs, or displays may not be visibly blocked in any manner, nor temporary signs or decorations be attached to them.
- 4. NO cellophane, double faced or heat type tapes may be used at the Center.
- 5. Trade shows or events with exhibits must provide a floor plan containing the layout of the proposed show prior to the offering of such exhibit space to exhibitors. If you do not have access to the construction of a floor plan, one can be provided by the Center staff for your use at no cost. All aisles will be no less than six (6) feet in width. All other National Fire Codes must be adhered to.
- 6. The use of wax, oil or petroleum based products (including sprays) such as WD-40©, Armoral©, Silthane©, etc. is STRICTLY PROHIBITED in the Riverfront Center. These type products ruin the floor finishes throughout the facility and costs to refinish will be charged back to the lessee if these products are used.
- 7. The moving of lobby and/or concessions furniture is not permitted without prior approval of the Center.
- 8. Removal or the covering of art work in the Center is not permitted.
- 7. DECORATING
 - 1. No live cut trees, or shrubs shall be allowed.
 - 2. All decorating materials utilized inside the Center must be fire retardent treated (ie: hay bales, straw, cotton, dried flowers, paper goods, etc).
 - 3. Nothing may be hung or suspended from false ceiling structures, tiles or rails. No ceiling tiles may be moved from position.
 - 4. Candles must be enclosed in glass.
 - 5. No liquid or gel type lighting or candle fuels are allowed in the Center.
- 8. PYROTECHNICS
 - 1. Absolutely no pyrotechnics, smoke or fog generators are allowed in the facility without permission from the Center's Manager.
- 9. SECURITY
 - 1. The Riverfront Center provides (at no cost) a minimum of two security officers at every function. These officers are directed for tasks and duties by the Riverfront Center's Facility Manager only. Additional security officers may be secured through the Center at a cost of \$12.50 per hour per officer.
 - 2. The only armed security permitted in the Riverfront Center will consist of Alexandria Police Officers, Sheriffs Department Officers or Louisiana State Patrol Officers. If secured by anyone other than the Center's Management, a list of officers names and duty station will be provided to the Center prior to the event.
 - 3. All people staying in the Center "overnight" or during "off-hours" must be approved prior to the event and be accompanied by a security officer of the Center's security firm. Fees for this or these officers is the

responsibility of the lessor.

*National Fire Protection Agency
Fire Code & Safety
Pre-function Checklist*

Vehicles

- No "loaded" or "unloaded" tractor / trailer trucks allowed on exhibit floor.
- All vehicles on display must have their fuel tanks sealed and shall contain no more than $\frac{1}{2}$ of fuel tank(s) total capacity or 10 gal.(whichever is less).
- At least one battery cable shall be removed from the battery that starts the engine. The disconnected cable terminal shall then be taped.
- Vehicles in exhibit hall shall not be moved during show hours.

Exhibits & Displays

- No exhibit or display shall interfere with ANY access to exits or with visibility of any required exit or sign; nor shall they block any access to fire-fighting equipment.
- Exhibits and displays constructed of wood shall be no less than $\frac{1}{4}$ " nominal thickness unless impregnated with a standard fire retardant .
- Acoustical and decorative material including, but not limited to, cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame-retardant treated. Exception: Unless properly treated, these products must not be used unless prior approval is obtained from the Riverfront Center Facility Manager or his designee.
- Immediately after an exhibitor unloads all materials and equipment, he/she should remove their vehicle from the Plaza level of the facility to an appropriate parking area.
- The hanging of any materials throughout the facility must be approved by the Facility Manager prior to the event and is

the sole responsibility of the exhibitor to complete this task.

- The use of LP-Gas cylinders shall be prohibited. All heating devices shall be located no less than 4' from the public or a barrier must be placed between the device and the public.
- No cooking or warming devices may be used in the facility without the prior approval of the Facility Manager.

Miscellaneous:

- The storage of combustible materials or packaging behind any booth or exhibit shall be prohibited.
- Although the Center provides 5' rounds, 8' oblong tables and padded chairs free to anyone requesting them, the Center does not top or skirt any tables. This must be completed by either the exhibitor or the decorator. All skirting must be of the clip and Velcro® type. No tacks, staples or nails are allowed in the facility.

Any questions you may have concerning exhibiting in the Riverfront Center should be directed to:

Phil Sullivan, Facility Director
707 Main St
P.O. Box 1070
Alexandria, LA 71309

Phone: (318)442-9546
Fax: (318) 443-1617
Email: phil@apacvb.org