



# Exhibitor Rules & Regulations

Welcome to Mid-America Center. The following is information you will need as an exhibitor at a convention, tradeshow, or consumer show in our facility. Please read this information thoroughly and abide by all rules and regulations as set forth by SMG.

## 1. EXHIBITOR MOVE-IN / MOVE-OUT

Exhibitor move-in and move-out is allowed only during designated exhibitor move-in and move-out hours. Exhibitors are not allowed to move in or out through the main entrances on the West, South or East sides of the building. All exhibitors must unload and load on the North side of the building at the designated ramps/docks for the show. All exhibitors must check in with the security manager at the dock.

No vehicle parking is allowed at the dock. Vehicles must be unloaded in a time manner then moved to an assigned exhibitor parking lot. Exhibitors are not allowed to park in the Reserved Parking stalls located in the parking lots behind the loading docks.

## 2. STORAGE

There is no on-site storage or empty case storage available to exhibitors. All arrangements for storage must be made available through the official show decorator. If no official show decorator has been identified, storage can be arranged through Mid-America Center's preferred freight services provider, Target Logistic Services and Tradeshow Services, (402) 457-7992.

## 3. FIRE AND SAFETY REGULATIONS

All exhibitors must comply with Council Bluffs Fire Marshall Rules and Regulations.

HAZARDOUS MATERIALS – If your exhibit includes the use/display of hazardous materials (including, but not limited to, open flames, gasoline, welding materials, lasers, cooking grease, natural gas, combustible materials such as hay bales, all heat sources used for cooking and heating demonstrations, hazardous waste, medical waste, hazardous, toxic, and/or regulated substance), contact show manager for reference to MID-AMERICA CENTER'S FACILITY RULES & REGULATIONS. Liquid propane is not allowed in the building

WEAPONS – Weapons, of any type, are prohibited from being brought into Mid-America Center. The sole exception to this policy is the display of such items within an exhibit – and in those occasions, SMG approval is required.

### VEHICLES

- Vehicles are not permitted inside Mid-America Center for loading/unloading without the prior authorization of SMG management.



## **Exhibitor Rules & Regulations**

- Vehicles which are part of a display will be allowed in Mid-America Center after conforming with all fire/safety rules and regulations which include:
  1. Specific area for vehicles is identified on the floor plan.
  2. The vehicle engine will not be operated when the building is occupied.
  3. A maximum of 3 gallons of fuel per vehicle when entering the building.
  4. The fuel fill cap is secured with a lock or securely taped with a material that is non-petroleum soluble.
  5. The battery cables are disconnected from the battery and the battery terminal will be securely covered.
  6. The vehicle will be securely locked when unattended.
  7. An approved fire extinguisher will be located in the immediate vicinity.
  8. The Fire Marshall's office may inspect the vehicles prior to the building being opened to the general public.

### **4. IN BOOTH FOOD DISTRIBUTION**

Any distribution of food as part of an exhibit must be pre-approved by Mid-America Center food and beverage manager. For additional information, please contact Rachael White (712) 326-2267.

### **5. GARDENING / LANDSCAPING EXHIBITS**

The following apply to gardening and landscaping exhibitors:

- Plastic must be used on the floor under dirt, rocks, mulch, ponds, etc.
- Considerable care must be taken when using dump trucks, skid loaders, etc., to unload and load dirt, rocks, mulch, etc. Any damage incurred will be the responsibility of the exhibitor.
- At the close of the show, all dirt, rocks, mulch, etc., must be removed completely and the floor must be swept clean.
- Ponds and water displays must be filled and emptied only by Mid-America Center staff and a charge will be incurred based on the fill/drain tank rates on the Mid-America Center Exhibitor Services Order Form.
- Any damages incurred due to water leakage will be the responsibility of the exhibitor.

### **6. UTILITY AND TECHNICAL SERVICES**

Electrical, air, gas, water, telephone, and internet services are provided by SMG. Please refer to the "Mid-America Center Exhibitor Services Order Form" and the "Exhibitor Utility/Technical Services Rules & Regulations" for available services. These forms are included in the exhibitor service kit or are available online at [www.midamericacenter.com](http://www.midamericacenter.com)



## **Exhibitor Rules & Regulations**

### **7. GRATUITIES**

Mid-America Center prohibits its employees from accepting gifts, gratuities, or other favors from parties doing business with Mid-America Center.

### **8. NO SMOKING POLICY**

Mid-America Center is a smoke-free facility.

### **9. SPECIAL DECORATIONS, SIGNS, AND THEMED MATERIALS**

- Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in Mid-America Center.
- Tape and adhesive-backed materials are not allowed on Mid-America Center carpeted services.
- Use of tape on any wall surface, glass, or equipment is prohibited.
- Cut trees are not permitted, unless they have a root ball at the base of the tree and are specifically approved by SMG.
- Hay bales must be sprayed with fire retardant and inspected by the Fire Marshall prior to the building opening to the public.
- Use of glitter, confetti, sand, or streamers must be approved in advance by SMG. If approved, Licensee will be charged for any extra cleaning required due to use of such decorations.
- Cotton candy machine use is prohibited in the Convention Center. Snow cone makers and the use of dry ice will require protective floor covering in the working area of these machines and/or products.
- Game themed activities may require precautionary measures to protect the facility and its patrons.

### **10. IN-BOUND FREIGHT**

Mid-America Center will not accept any freight shipments prior to the scheduled exhibitor move-in dates unless pre-approved in writing by SMG. If any freight arrives at SMG managed facilities prior to the show move-in date, it will be transferred to SMG's preferred in-house shipping company and the shipper will incur storage and delivery fees at their standard charge rates or the shipment may be refused. Any freight arrived at SMG managed facilities on the show move-in day without a service contractor or drayage company specified, will be handled by SMG's preferred in-house shipping company. The shipping will incur handling fees at their standard charge rates.

To avoid potential shipment refusal, prior arrangements are to be made with a service contractor or drayage company to handle freight requirements. Freight shipped to arrive prior to the day of exhibitor move-in should be forwarded according to the instructions in your exhibitor services kit provided by the official show decorator. If no official show decorator



## Exhibitor Rules & Regulations

has been identified, freight should be forwarded to Mid-America Center's preferred freight services provided, Target Logistic Services and Tradeshow Services, (402) 457-7992.

Please call Target Logistic Services and Tradeshow Services at (402) 457-7992 for available freight services and fees.

Contact information for the package(s) shall be clearly labeled on the exterior of the package(s). If this information is not clearly visible, the package(s) may be refused. All materials, equipment, or freight sent to arrive during scheduled move-in must be clearly labeled as follows:

Mid-America Center  
*Name of event, date of event*  
*Exhibiting company name, booth number*  
*Phone Number*  
*C/O Name of Service Contractor or Drayage Company*  
One Arena Way  
Council Bluffs, IA 51501

No COD deliveries will be accepted.

### 11. OUT-BOUND FREIGHT

Out-bound shipments should be arranged according to the instructions in your exhibitor service kit provided by the official show decorator. If no official show decorator has been identified, out-bound shipments can be arranged through Mid-America Center's preferred

freight services provider, Target Logistic Services and Tradeshow Services, (402) 457-7992. All materials must be removed from Mid-America Center at the conclusion of the event. Any materials remaining after scheduled move-out will be considered refuse. Cost incurred for removal of such refuse may be charged accordingly.